Texas A&M University  
Salary Recommendation Process and Phase II Budget Guidelines  
FY 2009

**GENERAL SALARY RECOMMENDATION PROCESS**

**Budget, Payroll and Personnel (BPP) Prep Budget Entry**

FY2009 salary budget preparation begins July 3, 2008. Vice Presidents, Deans and/or Department Heads are responsible for approving salary recommendations prior to, or during Phase II. These recommendations should be forwarded to designated persons for entry into the BPP Prep Budget system. All recommended salary increases (merit increases, promotions, equity adjustments, etc.) should be entered either in the BPP Prep Electronic Feed Template or manually into the BPP Prep Budget system. Merit should be entered ONLY in Recommendation 2 and all other salary increases should be entered in Recommendation 3.

To verify accuracy of the data entered, a Current Prep Salary Report with Estimated Benefits will be distributed electronically on a daily basis to all departments and colleges beginning July 3, 2008. This report, similar to the BPP Prep Form 901, will be a useful tool throughout Phase II as it will include all updates made in BPP the previous day.

Beginning July 18, 2008, lump sum totals in FAMIS (entered during Phase I of the Budget) will be adjusted automatically by the re-allocator process, or manually by the Budget Office. This re-allocation process is necessary so that salary categories on FAMIS Screen 599 match the salaries in BPP Prep Budget, and total budgets remain within Board of Regents approved limits.

After all corrections and adjustments are made in BPP Prep and FAMIS, access will be turned off. BPP Prep access ends July 29, 2008 and FAMIS Access ends July 30, 2008.

The Budget Office will make final adjustments, budget books will be printed and distributed and the FY 2009 Budget Process will be complete.

**Phase II – Important Dates**

- **June 23** – The Budget Office will request TAMU System to roll Active BPP salary data into BPP Prep Budget system. Form 900 (Salary Report with Recommendations) will be available in DOF Imaging System. For instructions on how to gain access to the imaging system, click here. If you need additional assistance, please contact the Budget Office.

- **June 25–26** – Phase II Budget and Electronic Feed Template training/discussion.

- **July 2** – New BPP User Training

- **July 3** – Phase II Begins
  - BPP Prep opens for manual data entry and clean-up
  - Populated BPP Electronic Feed Templates distributed to budget contacts via email
Phase II – Important Dates, continued

- **July 10** – Last day an updated BPP Electronic Feed Template can be requested from the Budget Office.

- **July 17** – BPP Electronic Feed Templates due to the Budget office via email (budget@tamu.edu); Departments needing assistance with BPP Prep data entry should contact budget office before July 17, 2008.

- **July 18** – FAMIS Budget Module opens for adjustments related to Phase II (Screen 599). Electronic Feed Template loaded by BPP into Prep Budget.

- **July 21–29** – Salaries entered into BPP (Phase II) fed daily to FAMIS. Re-allocator begins adjusting budget categories in FAMIS. Manual updates and corrections must be entered in BPP.

- **July 25** – Last day to enter joint appointments between system parts.

- **July 29** – BPP Prep Budget manual corrections due by 4:30 pm – BPP Prep closed to users.

- **July 30** – FAMIS Screen 599 corrections due by 4:30 pm – FAMIS closed to users.

Access to BPP Prep Budget

Established BPP users (those who had access to the 2008 prep budget screens in BPP) will need to reactivate their BPP PREP user id and have their passwords reset through the Budget Office. To do so, please submit your **user id, name, department, e-mail address, and phone number** via email to budget@tamu.edu, no later than JULY 1, 2008. The Budget Office will compile the list and then submit to Payroll for activation. **If you do not submit your information, you will not have access when Prep opens and will have to contact Payroll directly for access.**

New BPP Prep users will need to complete the BPP Statement of Responsibility and send to Danny Grimes at Payroll Services, MS 1261. Access will be granted after the New Users Intro Training has been completed. To register for New BPP User’s Training, click **here**.

Access to FAMIS during Phase II

Access to the Budget Module in FAMIS will re-open on July 18. During Phase II, users may make adjustments within expenditure categories or between salary accounts (in the same fund group). These changes may be necessary to keep the Phase II budget equal to the Phase I lump sum budget by account.

**Please Note:** You may not make any changes that would cause your Ending Balance to differ from the Ending Balance that was submitted during Phase I (i.e. changes to Beginning Balance, Revenues or Total Expenses).
**Manual BPP Entry:**

You may enter salary recommendations and any necessary data changes to positions (occupant, sources, job title, percent effort, elimination, etc.) beginning July 3. All salary recommendations with more than one salary source should be coordinated with **ALL** other units involved.

BPP will calculate Recommendation 1 for all employees. If a position is affected by a Classified Pay Plan or Mandated Career Path change and the current rate of pay is less than the new minimum rate, BPP will update Recommendation 1 with the new minimum. If a position is not affected, Recommendation 1 will equal the current rate of pay as of June 23, 2008.

BPP Prep Entry Hands-On sessions will be held during Phase II and will be communicated through the Budget Listserv when the dates and times are scheduled.

**BPP Electronic Feed Template**

As a new option this year, the BPP Electronic Feed Template will enable users to electronically submit their salary recommendations and source salary changes to BPP Prep Budget through the Budget Office. The template will be loaded only once by BPP.

- The BPP Electronic Feed Template will be provided by the Budget Office as a Microsoft Excel spreadsheet pre-populated with employee, source and recommendation 1 data and sent to departments on or before July 3, 2008.
- Recommendation 1 for all employees will be calculated to include any Pay Plan or Career Path Adjustments.
- Between July 3, 2008 and July 10, 2008, departments may “clean-up” their prep data and make any other Phase II adjustments in BPP Prep and then request an updated Electronic Feed Template spreadsheet from the Budget Office. This updated spreadsheet will reflect changes from the previous day.
- Recommendations for merit, equity, promotion, etc., along with changes to source accounts may be entered in the template.
- Once entry is complete in the template, the unit will forward the template to the Budget Office via email.
- The Budget Office will compile all individual templates and will send one master template to BPP to be loaded electronically into BPP Prep. Data in the submitted template will over-write any existing Prep Budget Data relating to salary recommendations 2 and 3, and source accounts.
- After the template has been loaded, users will have an opportunity to review their prep budgets and make any necessary adjustments in BPP between July 21 and July 29. All adjustments after the template feed must be entered manually by the unit in BPP Prep Budget System.

Training for this process is scheduled for June 25-26, 2008. To register for training please go [here](#). If classes are full, please contact the Budget Office for further assistance.
PHASE II GUIDELINES

Salaries

1. **Classified Pay Plan and Career Path Minimum Rate Changes**
   Please refer to the Employee Services website at: [http://employees.tamu.edu/managers/positions/PayPlans/PayPlans.aspx](http://employees.tamu.edu/managers/positions/PayPlans/PayPlans.aspx) for Classified Pay Plan changes and [http://employees.tamu.edu/docs/employment/classComp/ES_FY09CareerPath.pdf](http://employees.tamu.edu/docs/employment/classComp/ES_FY09CareerPath.pdf) for Career Path minimum rate changes effective September 1, 2008. The minimum hourly rate for classified positions has been increased from $8.30 to $8.58. Please refer to the links above for specific rate changes by title. Departments must assure that minimum rates are adhered to for all classified and career path positions as of September 1, 2008. The rates for employees affected by the Classified Pay Plan and Career Path Minimum Rate Changes will be automatically updated in Recommendation 1 of the BPP Prep Budget.

2. **Merit**
   - A merit increase is defined as an increase in salary for work performed that meets or exceeds the basic expectations of the job, but is not associated with a promotion or a change in job title resulting from a demonstrable, substantive change in job duties.
   - A merit increase may be awarded if an employee has been employed for the six months immediately preceding the effective date of the merit salary increase, and six months have elapsed since the employee’s last merit salary increase or lump sum merit payment (See University Rule 31.01.01.M7, Employee Compensation Administration for further information).
   - Performance must be documented by a current year, formal performance evaluation that has been conducted in accordance with university rules.
   - Merit recommendations for individuals exceeding ten percent (10%) require documented approval of the appropriate Vice President or Dean.
   - A merit award may be given as a combination of a merit salary pay increase and a one-time lump sum merit payment with the same effective date.
   - **NEW** - The merit pool authority for a unit will be calculated by multiplying March 1st active budgeted, non-graduate salaries by ADLOC at 3%. (Contact Budget Office for data).

**Please Note:** Consistent with previous years, merit increases awarded during Phase II, aggregated at the division level, will be reviewed to verify total merit dollars awarded were within the unit’s available merit pool.

a. **Faculty Merit Increases**
   For FY 2009, merit increases for faculty should not exceed an aggregate average of 3% for each college (excluding promotion, one-time merit and equity increases) of the Budgeted Faculty positions that are eligible for merit raises, as defined above.

b. **Staff Merit Increases**
   For FY 2009, merit increases for staff should not exceed an aggregate average of 3% for each college or division (excluding promotions, one-time merit, equity or pay plan adjustments) of the Budgeted Non-Faculty positions that are eligible for merit raises as defined above.
3. **Faculty Promotions**
   Funds have been provided for salary increases for promotions in faculty rank based on 5% of the current 9-month salary of the individuals being promoted. Colleges may supplement these funds from internal sources.

4. **New Positions and Title Changes for Existing Non-Faculty Positions**
   New positions (including title changes for existing non-faculty positions) must be approved in advance and must be funded within existing allocations before entering into BPP Prep. Please be aware that the University is subject to a faculty and staff FTE cap set by the 80th Legislature.
   
   a. **Non-classified**
      With the exception of faculty positions, new positions (including title changes to current positions) must be approved through normal administrative procedures prior to being budgeted.

   b. ** Classified**
      Current classified positions may be reclassified, and new classified positions added to the budget, only after the appropriate approval document or electronic approval has been issued by Employee Services.

   Employee Services guaranteed a July 1 completion of FY 2009 requests for new positions and reclassifications, if requests were received by May 1. Requests received between May 2 and July 1 will be completed for a September 1 effective date. Requests received after July 1 can be processed to be effective September 1 if it is approved within the biweekly or monthly pay period that includes September 1.

5. **Equity Adjustments**
   In some cases, equity adjustments may be necessary to address gender and ethnic disparities, internal salary compression or high external demand for both faculty and staff. All equity adjustment requests must be supported by strong evidence of necessity.

   **Please Note:** All equity adjustments must have Vice President (or equivalent) approval in advance, must be sustainable in future years, and should be made effective no earlier than September 1, 2008.