Texas A&M University
Salary Recommendation Process and Phase II Budget Guidelines
FY 2015

FY 2015 PROPOSED MERIT PROGRAM

The Board of Regents approved the Texas A&M University salary plan with a proposed a 3% merit program for fiscal year 2015. Merit is intended to reward performance and should be not allocated across the board. As such, merit amounts should be differentiated among employees.

Centrally funded accounts will receive an allocation of 2% to assist in funding merit. Non-centrally funded accounts must fund 2% from internal sources. All units may fund up to an additional 1% from existing resources. The additional 1% merit may be awarded as base or one-time.

GENERAL SALARY RECOMMENDATION PROCESS

Budget, Payroll and Personnel (BPP) Prep Budget Entry

FY2015 salary budget preparation will begin July 2, 2014. 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, 2014. 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. This report will update ONLY when BPP Prep data has been either entered or uploaded in the BPP Prep module.

The lump sum totals in FAMIS 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 and the total budget remains 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 24, 2014 and FAMIS Access ends July 25, 2014.

The Budget Office will make final adjustments and the FY 2015 Budget Process will be complete.

Phase II – Important Dates

- **May 30** – Active BPP salary data rolled into BPP Prep Budget system
- **June 2-6** – BPP Prep Upload Template distributed to budget contacts via email
• **July 2** – Phase II Begins; BPP Prep opens for manual data entry and template uploads will begin. Errors as a result of uploading BPP templates will be distributed for correcting.

• **July 2** – Nightly updates (reallocations process) from Prep to FAMIS will begin. FAMIS Budget Module opens for adjustments related to Phase II (Screen 599).


• **July 16** – Last day to submit 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 15, 2014.*

• **July 16-24** Updates and corrections to the salary budget must be entered in BPP manually.

• **July 24** – BPP Prep Budget manual corrections due by 5 pm – BPP Prep closed to users.

• **July 25** – FAMIS Screen 599 corrections due by close of business – FAMIS closed to users.

**Access to FAMIS during Phase II**

Access to the Budget Module in FAMIS will re-open July 2. 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 2. All salary recommendations with more than one salary source should be coordinated with **ALL** other units/agencies involved.

BPP will calculate Recommendation 1 for all employees. Recommendation 1 will equal the current rate of pay as of May 30, 2014.

**BPP Electronic Feed Template**

The BPP Electronic Feed Template enables users to electronically submit their salary recommendations and source salary changes to BPP Prep Budget through the Budget Office.
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 June 6, 2014.

Recommendation 1 for all employees will be calculated.

Recommendations for merit, equity, promotion, etc., along with changes to position and source information 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 (budget@tamu.edu).

The Budget Office will compile templates as they are received and submit daily beginning July 2 through July 16. *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 2 and July 24. All adjustments after the July 16th template feed must be entered manually by the unit in BPP Prep Budget System.

BPP Prep Template instructions can be viewed [here](#). For additional assistance, please contact the budget office at budget@tamu.edu or 845-8145.

**PHASE II GUIDELINES**

**Salaries**

Budgeted salaries should be entered as Salaries Non-Faculty or Salaries Faculty, as appropriate. In developing these amounts, the applicable appointments should be split between accounts and/or fund groups, based on effort. This will ensure consistency with actual results, and thus, compliance with federally required cost allocations in computing the Texas A&M University indirect cost rate. As indicated previously, Phase I consists of lump sum salary budgets, while Phase II will include individual salary increases.

1. **Merit**

   What is merit and when and how can it be given:

   - A merit increase is defined as an increase in recognition of meritorious job performance but is not associated with a promotion or a change in job title resulting from a demonstrable, substantive change in job duties.
   - To be eligible for a merit award, an employee must have 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).*
   - **To receive a merit increase, an employee must have demonstrated meritorious performance as documented on a current year, formal performance evaluation with an “Achieves” or higher overall rating** *(or equivalent language in modified performance evaluation forms approved by Human Resources)* that has been conducted in accordance with university rules.
• Although not required for FY2015 merit awards, it is recommended that an employee's compliance status with required employee training be taken into consideration when determining merit awards.
• A merit award may be given as a combination of a merit salary increase and a one-time lump sum merit payment with the same effective date.
• Merit salary increases for individuals exceeding ten percent (10%) require documented approval of the appropriate Vice President or Provost.
• One-time lump sum merit payments must follow University Rule 31.01.01.M5.
• Faculty and Staff Merit Increases - FY 2015 merit increases for faculty and staff should not exceed an aggregate average of 3.0% for each college/division (excluding promotion, reclassification, one-time merit and equity increases) of the Budgeted positions eligible for merit raises, as defined above.

Please Note: Merit increases awarded during Phase II, aggregated at the college/division level, will be reviewed to verify total merit awards were within authorized limits and that merit was not allocated across the board.

2. 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.

3. New Positions (Faculty & Non-Faculty) and Title Changes for Existing Non-Faculty Positions
New positions and title changes for existing non-faculty positions must have advance written approval through administrative channels for that division. All requests must demonstrate how the increases will be funded from existing allocations and are sustainable in future years. Approved increases should be made effective no earlier than September 1, 2014. With the exception of research titles, existing non-faculty positions may be reclassified and new non-faculty positions added to the budget, only after the appropriate approval has been issued by Human Resources. In addition, new budgeted staff positions that are subject to the hiring freeze must have an approved Hiring Freeze Exception Request form to proceed with posting and filling the position. See additional information about the hiring freeze online at http://employees.tamu.edu/spotlight/hiring-freeze/. If the position has not received final approval, the salary amount should be budgeted in the appropriate Unallocated Salaries category.

To assist you in your requests for FY 2015 budgeted staff position classification reviews, Human Resources has deadlines for guaranteed completion dates of these requests. HR guarantees the reviews will be completed if requests are received by certain dates.

• If received by HR by Thursday, May 1, review completion by Thursday, June 26 is guaranteed.
• If received by HR between Friday, May 2 and Friday, July 25, review completion for a September 1 effective date is guaranteed.

New staff positions and staff reclassifications for FY15 should be submitted to HR using the PATH (Portal Access for Total HR) system, which can be accessed via Single Sign On (SSO) using the menu option labeled: PATH Portal Access Total HR. HR approvals must be completed for the new or changed position to be included in Phase II budget submissions.
4. **Equity/Retention 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. These should be made from existing funds available to the department. All equity adjustment requests must be supported by strong evidence of necessity and should have been budgeted in the appropriate **Unallocated Salaries** category for Phase I purposes. Non-faculty equity adjustments **must** be reviewed and approved by Human Resources prior to being submitted to the Vice President or Provost for approval. **All equity adjustments must have Vice President or Provost approval in advance,** must be sustainable in future years, and should be made effective no earlier than September 1, 2014.

5. **Eliminating Positions**
   For positions impacted by the current University hiring freeze: Units should eliminate positions **only if** there is no intent to refill the position (i.e. the position will be permanently eliminated). If the position will be permanently eliminated, the funding account may be subject to a base budget reduction equal to the salary amount.

6. **Other Salary Adjustments**
   No university-wide Classified Pay Plan adjustments are planned for FY 2015.