**L&S Salary Exercise FAQ 2022-23**

1. **Q: How do I start with the salary exercises?**

A: It is recommended that you create a committee within your unit to work through the exercises together. Your committee can start by gathering information, such as performance evaluations and conversations with supervisors. Also consider what increases were given in the years past.

1. **Q: If our employee had a 10% performance adjustment effective 7/1/2022, would they be eligible for a base increase?**

A: They may be eligible for a base increase if the reason is different than “performance” (i.e. parity, retention, etc.); they would not be eligible for a base increase if the increase was due to performance. Additionally, they may be eligible for up to 10% of the bonus funds.

1. **Q: If my employee had a 10% performance adjustment effective 5/22/2022, would they be eligible for a base increase?**

A: Yes, since the increase was in FY2022, they would be eligible for both the DCF and bonus.

1. **Q: My employee is under the max range with their DCF increase, but after the 2% pay plan in January 2023, it will put them over the max pay range. Is that allowable?**

A: Employee’s are not able to go above the temporary max amount. They would be able to receive a base increase up to the top of the max (2% below the max), and then a lump sum can be given for the remaining amount so they don't go above the max after the 2% pay plan.

1. **Q:** **What's the difference between the compa-ratio and the PIR?**

A: The compa-ratio and PIR helps to assess where the individual sits in the salary range, and if/when there should be movement.

* Compa-Ratio is a mathematical, comparative ratio that expresses how an employee’s pay rate compares with the midpoint. The compa-ratio = pay rate/range midpoint and is expressed as a percentage or decimal. A compa-ratio of 100% or 1.00 means an employee is paid at or 100%-matched to midpoint. Values above 100% or 1.00 mean an employee is paid above midpoint; values below 100% or 1.00 mean an employee is paid below midpoint.
* Position in Range (PIR) is a mathematical calculation that expresses how an employee’s pay compares to the pay range and how far into a pay range an employee’s pay stands. The PIR = (pay rate – range min) / (range max – range min). A range penetration of 0% means an employee is paid at range minimum; a range penetration of 50% means an employee is halfway through the range—at midpoint; a range penetration of 100% means an employee is paid at range maximum.
1. **Q:  Why is the compa-ratio and PIR listed as “not available” for some employees?**

A:  Some job titles are in salary ranges that only list a minimum. Since there isn’t a salary range maximum, market range placement cannot be calculated.

1. **Q:** **Will we get any faculty peer data?**

A: We can provide historical information, but we may not be able to get this information in time for the salary exercise due date of 9/30.

1. **Q:** **Should we look at parity for the position compared to other schools/colleges on campus?**

A: Yes, your committee can look at parity at a number of levels, across the university, within L&S, and within your team. You can access this information using the "Salary Equity" report in OBIEE.

1. **Q: Is there a cap on what increase I can give for a parity increase?**

A: There is no cap for parity or retention increases. However, there is a 10% maximum for *performance* base increases.

1. **Q: Is there a minimum amount for the increases?**

A: For employees receiving an increase, we recommend at least 3%. However, a minimum of 1% is the requirement.

1. **How would a department use the spreadsheet to indicate requests for more than one type of increase for an employee (e.g., a parity increase AND a performance increase, the sum of which is greater than 10%)?**

A:  Departments may insert a row in their spreadsheet, copy the static details (e.g., employee name, job title, etc.) to the new row, and then select the pay adjustment reason for the new row. Please alert your HR contact (e.g., Cheryl Bowes, Sue Hook) a second row has been added. Keep in mind the fund type shouldn’t change by type of pay adjustment and the row insertion will pro-rate the total salary increase by type of pay adjustment.

1. **Q: How can we ensure that the increases are provided fairly among university staff and academic staff?**

A: The allocations should be looked at equitably. In past years, we had separate allocations for academic staff and university staff. This year, the allocation for both academic staff and university staff are in one combined pot. This can help your unit make a more holistic approach.

1. **Q: Do our employees need to complete the Preventing Sexual Harassment and Sexual Violence training by December 1st in order to be eligible for the salary exercises?**
A: For this exercise, only employees who have never completed the training are ineligible for the current salary exercise. For the January, 2023 pay plan, employees who took the training prior to 12/1/18 must retake the training by 12/1/22. Employee’s and staff can look up who has completed the training, please see the [L&S Admin Gateway](https://kb.wisc.edu/ls/35267) for details or check the Training Completion Report Instructions on this KB.
2. **Q:  Are rehired annuitants eligible for pay adjustments using departmental funds rather than the DCF or PBF allocations?**

A:  In some cases, yes. Please consult with Cheryl Bowes or Sue Hook to get more information.

1. **Q:** **If our spreadsheet contains staff/faculty members no longer working in our department, do you want to know that to update spreadsheets or just ignore it for the exercise?**

A: No, you can ignore the employee if they are no longer in your department.

The data was pulled on 8/18/2022, so if there were changes made past that date, it might not be accurate.

1. **Q:** **Does L&S have a template to communicate to the staff telling them about importance of performance evals need to be completed, link to trainings, so staff is aware it's going on.**

A: We can provide a template letter and will put it on the KB. We will let you know when it's updated. There may be additional information you can customize to include your department's specific approach.

1. **Q: When is the deadline to submit the salary exercise materials?**

A: Materials need to be submitted into Box no later than September 30, 2022

1. **Q: What materials do we need to submit?**

A: Departments will need to provide the following no later than September 30, 2022:

1. Upload the following items into the “Returned Documents” folder in Box:
	1. The completed salary exercise spreadsheet, with all recommendations for each of the three exercises.
	2. Three summary narratives reflecting the criteria and department process used to determine:
		1. Raises for faculty, using the Faculty Block Grant
		2. Raises for staff, using Discretionary Compensation Funds; and
		3. Performance bonuses for faculty and staff, using the Performance Bonus Fund.

**The summary narratives should also explain any unusual circumstances.**

* 1. Documentation showing the department’s decision making process for raises and bonuses was disseminated to staff and faculty throughout the department.
	2. For Faculty Block Grant: Documentation (approximately 1 paragraph per faculty member) that provides a justification for each individual receiving a base adjustment.
1. Email humanresources@ls.wisc.edu when the above items have been uploaded to Box and are ready for review.

**Contacts:**

* Academic Associate Deans:
	+ Arts and Humanities - Sue Zaeske
	+ Computer, Data & Information Sciences - Kristin Eschenfelder
	+ Natural, Physical & Mathematical Sciences - Gloria Mari-Beffa
	+ Social Sciences - Greg Downey
* For the faculty salary exercise:
	+ Ben Weisse
* For the DCF & Performance Bonus exercises:
	+ Cheryl Bowes
	+ Sue Hook
	+ Lea Aune
* For Tally Sheet accounting, available resources, and overall funding:
	+ Mary Beth Roberts
	+ Jennifer Klippel

For more information, please see the [L&S Salary Exercises for 2022-23](https://kb.wisc.edu/ls/120945) on the L&S Admin Gateway.