
From: 'L&S Human Resources' via ls-dept-admins <ls-dept-admins@g-groups.wisc.edu>
Sent: Friday, October 21, 2022 1:54 PM
To: ls-chairs-all@g-groups.wisc.edu; ls-dept-admins@g-groups.wisc.edu
Subject: Salary Exercise – Update & Next Steps

Importance: High

TO: Department Chairs, Directors and Administrators

RE: Salary Exercise – Update & Next Steps

Action Requested

- By Wednesday, 10/26/22: Please review T/L Security for Faculty and Staff receiving a bonus or lump sum true-up to ensure the Department Administrator is added as a T/L backup approver
- Between now and Friday, 10/28/22: Supervisors can inform employees of base increases and/or performance bonus allocations
- Please make sure the person/s who manages appointment/payroll and financial information in your unit receives this information

Dear Colleagues,

Thank you for your diligent efforts with this year's salary exercise. In large thanks to your work, employees within L&S will receive over \$4 million in base adjustments and over \$1.5 million in performance bonuses. This is to notify you that all salary exercise submissions have been finalized and the final upload file, including the lump sum true-up amounts for employees receiving base adjustments, will be loaded into your department Box folder by end of day Monday, October 24. Since we are mass uploading all adjustments and bonuses again this year, the final approval process will be similar to the 21/22 process. Base salary increases, the corresponding lump sum true-up, and performance bonuses will be paid on the November B payroll with a pay date of December 1, 2022.

Base Adjustments

Faculty and Staff base adjustments will be mass uploaded to HRS (payroll/HR system) the week of October 24, 2022, and require no further action on your part. Base salary increases are effective November 6, 2022.

Bonuses & Lump Sum True-Ups

Faculty and Staff bonuses and lump sum true-ups will be mass uploaded by October 28, 2022, which will initiate the additional pay process in HRS. Additional details regarding processing these payments will be provided when the payments are uploaded.

Please review T/L Security for Faculty and Staff receiving a bonus or lump sum true-up to ensure the Department Administrator is added as a T/L backup approver by Wednesday, October 26, 2022. This will ensure the transaction does not error out if the primary approver for the employee is out of the office or vacant.

Communication to Employees

Now that amounts are finalized, supervisors should inform employees of base increases and/or performance bonus allocations. Letters informing faculty and staff of a base increase and corresponding lump sum true-up and/or performance bonus will be emailed to employees by L&S Human Resources during the week of October 31, 2022.

Questions?

- For questions related to budget, please contact [Mary Beth Roberts](#).
- For questions related to staff, please contact [Cheryl Bowes](#) or [Sue Hook](#).
- For questions related to faculty, please contact [Ben Weisse](#).

Please do not hesitate to reach out if you have feedback regarding this year's salary exercise or suggestions going forward.

Best,
Lea

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