

Salary Planner Information

Human Resources

Staff Salary Increases

- The State Legislature will determine Cost of Living Adjustment (COLA) for the FY15 Budget year.
- The FY2015 HR Guidelines for Salary Planner will be published on March 26, 2014. These guidelines will incorporate any COLA directives from the Regents.

Resources

- Check the Human Resources website for latest information on Mass Salary Update Guidelines <http://hr.unm.edu/compensation/guidelines.php>
- Contact your HR Consultant - To locate the name of your HR Consultant, visit the following website: <http://hr.unm.edu/docs/banner/pzrorgh.pdf>

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- **Contract Staff**

Contract renewals will occur as normal and will be forwarded by HR Client Services to departments for signatures. Please ensure that all signed original contract revisions, exceptions and extensions are received in HR Client Services **not later than 06/06/14** to ensure processing in time for the July pay period

- **Bargaining Unit Employees**

HR will coordinate the application of any salary modifications that may or may not result from the bargaining negotiations. Departments are not required to initiate documentation in these cases. Jobs covered under a bargaining agreement will not be loaded in Salary Planner. You should continue to budget your bargaining unit positions in Salary Planner.

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Term Appointments

Departments with employees who are on term appointments ending on or before the end of the current fiscal year, and whose terms will be extended, must submit an ePAF for each employee and attach the "Term Appointment Memo of Understanding" form. Term Employees without a 7/1/2014 active job will not be loaded in Salary Planner.

For the Term Appointment MOU, go to:

<http://hr.unm.edu/docs/compensation/term-appointment-memo-of-understanding.pdf>

Departments with employees who are on term appointments ending on or before 6/30/2014, and whose terms will not be extended, must submit a separation ePAF along with the appropriate documentation.

During the Salary Planner refresh period, if you process an action impacting the employee's salary then you must update the changes in Salary Planner as well.

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- If a job loads in SP and you know the employee will be separating prior to 7/1 and the separation paperwork is processed after the Salary Planner refresh, then, you must zero out the job in Salary Planner. You can keep the budget on the position. Otherwise, SP will load the job in Banner and the employee will get paid.

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997H Pediatrics Center for Development, Unlocked

		Employee Totals		Department Totals									
ID and Name	Position, Suffix and Title	Appointment Percent	Salary	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status	Excluded from Totals		
S0098531 Buchanan, Brooke A.	S00985 - 00 Program Therapist (Senior)	50.00	24,492.46	50.00	50.00	24,492.46	.00	.00	24,492.46				
S00005329 Carnel, Patricia E.	S00053 - 00 HR Tech	100.00	42,815.35	100.00	100.00	42,815.35	.00	.00	42,815.35				
S06720335 Chuan, Cynthia S.	S06803 - 00 Speech-Lang Pathologist	100.00	72,720.00	100.00	100.00	72,720.00	.00	.00	72,720.00				
S0032037 Davis, Joseph E.	S03790 - 00 Business Manager	100.00	60,957.43	100.00	100.00	60,957.43	-100.00	-60957.43	0.00	New			
S00304030 Edwards, Katie C.	S03380 - 00 Speech-Lang Pathologist	50.00	31,815.00	50.00	50.00	31,815.00	.00	.00	31,815.00	Changed			
S00030463 Furman, Nancy L.	S08178 - 00 Clinical Therapy Specialist	100.00	72,729.70	100.00	100.00	72,729.70	.00	.00	72,729.70	Changed			
S0031740 Garcia, Barbara B.	S03675 - 00 Training & Devt Consultant	100.00	55,325.29	100.00	100.00	55,325.29	.00	.00	55,325.29				
S00054703 Hahn, Louise B.	S08633 - 00 Specialty Nurse/RN	100.00	69,116.36	100.00	100.00	69,116.36	.00	.00	69,116.36				
S00303068 Hudson, Chae M.	S05316 - 00 Specialty Nurse/RN	100.00	54,999.96	100.00	100.00	54,999.96	.00	.00	54,999.96				
S00303063 Hutzel, Heidi S.	S02076 - 00 Training & Devt Consultant	100.00	47,000.04	100.00	100.00	47,000.04	.00	.00	47,000.04				
S00030408 Salazar, Carolyn A.	S08371 - 00 Clinical Nurse Educator	100.00	72,720.00	100.00	100.00	72,720.00	.00	.00	72,720.00				

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Appointment Percentage Changes

Changes in Appointment Percentage could be processed through Salary Planner and require a Change in Appointment Percentage epaf and form.

Exception Requests

Departments are reminded that all proposed personnel transactions involving salary increases outside the approved guidelines must be followed by a formal justification memo with signature approval of the relevant EVP/Chancellor, or designee.

For a copy of the justification memo template go to:

<http://hr.unm.edu/docs/compensation/staff-msu-out-of-guidelines-exception-request-form.docx>

Exception Memo's are due to HR no later than 6/6/2014. There can be no exceptions to this rule, since there are significant legal implications associated with awarding retroactive pay increases to public sector employees in the State of New Mexico. Please plan accordingly.

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		Appointment Percent	Salary	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary	Extract Status	Excluded from Totals
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00000000 Carnell, Patricia E.	S00053 - 00 HR Tech	100.00	42,815.35	100.00	100.00	42,815.35	.00	.00	42,815.35		
00070000 Chuan, Cynthia S.	S06803 - 00 Speech-Lang Pathologist	100.00	72,720.00	100.00	100.00	72,720.00	.00	.00	72,720.00		
00000000 Cox, Joseph E.	S03790 - 00 Business Manager	100.00	60,957.43	100.00	100.00	60,957.43	.00	.00	60,957.43	New	
00000000 Edwards, Katie C.	S03380 - 00 Speech-Lang Pathologist	50.00	31,815.00	50.00	50.00	31,815.00	.00	.00	31,815.00	Changed	
00000000 Furman, Nicole L.	S08178 - 00 Clinical Therapy Specialist	100.00	72,729.70	100.00	100.00	72,729.70	.00	.00	72,729.70	Changed	
00000000 Harris, Barbara B.	S03675 - 00 Training & Devt Consultant	100.00	55,325.29	100.00	100.00	55,325.29	.00	.00	55,325.29		
00000000 Kahn, Louise B.	S08633 - 00 Specialty Nurse/RN	100.00	69,116.36	100.00	100.00	69,116.36	.00	.00	69,116.36		
00000000 Patterson, Olga M.	S05316 - 00 Specialty Nurse/RN	100.00	54,999.96	100.00	100.00	54,999.96	.00	.00	54,999.96		
00000000 Ruhoff, Heidi S.	S02076 - 00 Training & Devt Consultant	100.00	47,000.04	100.00	100.00	47,000.04	.00	.00	47,000.04		
00000000 Salazar, Carolyn D.	S08371 - 00 Clinical Nurse Educator	100.00	72,720.00	100.00	100.00	72,720.00	.00	.00	72,720.00		

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- If the legislatures approve a 1.5% COLA, and the department wants to give an additional 3% as an exception, then you will add a total of 4.5% to the 6/30/2014 salary. Do not add 1.5% to the 6/30/2014 salary and then add the 3% exception. You can enter exceptions in Salary Planner as long as you have obtained approval for the exception.
- If you are unable to process the COLA in Salary Planner, then you must submit an epan with a Job Change Reason of ANSAL. If you are submitting an epan to process an exception, then the Job Change Reason will be ANADJ.
- Do not process changes to employees' jobs who are on unpaid leave status (FML, Personal and Medical Leave Without Pay, etc...) in Salary Planner. However, you should budget the position salary for that employee. Eligible employees on unpaid leave will receive the COLA upon return from leave through submittal of an epan.

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- A Position Management Report is available to assist departments.
- Request the HR Reports Viewer for Departments in the BAR.

- **Position Status definitions:**

A – Active: Position is budgeted, is either filled or department plans to fill during coming fiscal year

F – Frozen: Position is vacant and no budget assigned – can be unfrozen

Frozen positions will not load in Salary Planner. Please plan accordingly.

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- Position Management clean-up report process must be submitted no later than April 4, 2014, for the changes to be reflected in Salary Planner final refresh of April 15, 2014.
- Each org should only have one pooled position per type (i.e., On-Call, UNMTemps)
- You cannot reclassify a position to post when the current incumbent is still in it

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- New positions are created at the time of hire
- Position Labor Distributions (the budget) for each index must total 100%, rounded to the nearest dollar
 - Locked orgs will be unlocked by the refresh process if they do not total 100%
 - Departments are responsible for ensuring labor distributions are rounded and total 100%
 - Salary Planner will round on the position and not the job
 - LD Indices must be valid for FY15, otherwise, the Salary Planner refresh will drop the indices.

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- HSC Lab Working Sessions (HSLIC # 226)
 - Wednesday, March 19 9:00-12:00
 - Monday, March 24 9:00-12:00
 - Wednesday March 26 9:00-12:00
 - Wednesday, April 2 9:00-12:00
- Main Campus Lab Working Sessions(EOD 1019)
 - Thursday April 3 1:00-3:00
 - Monday April 7 10:00-12:00
 - Wednesday April 9 1:00-3:00

HSC Budget Planner Overview is scheduled on March 13 from 2:00- 4:00 in BMSB 203.

Main Campus Budget Planner Overview is scheduled

Main Campus Budget Planner Overview is scheduled on March 18 from 10:00-12:00 in Dane Smith Hall # 125.