

MICHIGAN STATE UNIVERSITY

Sept 9, 2020

MEMORANDUM

TO: Vice Presidents and Heads of Major Administrative Units

FROM: Sharon E. Butler, Associate Vice President for Human Resources *Sharon E. Butler*

SUBJECT: Professional Raise Process - Salary Increases for APA, APSA, and Nurses

MSU Human Resources is preparing to process the October 1, 2020 salary increases for Nurse, APA, APSA and Non-Union APA/APSA (Confidential or Off-Campus) employees. This memorandum provides important information about the annual salary increase program and outlines your role in the process. Merit Pay Guidelines and Frequently Asked Questions can also be found on the Human Resources website at

<https://www.hr.msu.edu/ua/recognition/support-staff/raise-process.html>

EFFECTIVE DATE, ALLOCATION METHOD, AND ELIGIBILITY

The salary increase will be effective October 1, 2020. Funds will be calculated based on a 2.75% increase on the total salary base as of September 30, 2020, and will be made available for eligible employees who are Nurse, APA, APSA and Non-Union APA/APSA (Confidential or Off-Campus). For the APA, the 2.75% is separated into a 1.10% general increase and 1.65% merit increase. For APSA, it is separated into a 1.375% general increase and 1.375% merit increase. Non-union APA/APSA and Nurse staff are given a merit pool of an equal percent to the 2.75% union agreement



Human Resources

The pay range minimum and Automatic Progression Level (APL) of each grade level will be increased by 2.75% effective on October 1, 2020.

SALARY RAISE LIST INSTRUCTIONS

Completion of Salary Raise Lists

The lists are available in the Cognos Planning Analytics Tool (raise model) as of September 9, 2020. Please note that the lists are based on the September 30, 2020 salary base, and that dual positions and control totals are reflected only on the primary department lists.

Note: Access to the Cognos Planning Analytics Tool can be granted via the MAU Security Administrator and an ARM form.

Merit Increase

Please review the Merit Pay Guidelines for detailed information on making merit pay allocations and communicating with employees. The merit amount you determine should be entered in the raise model. When no merit amount is given, please enter a zero. Control totals for the merit increase are available in the model and a running total will calculate as you enter amounts.

MAUs are to distribute the entire control total amount for each employee group within the

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raise model, however, the control total should not be exceeded. Employee groups represented in the raise model are:

- **APA Union**
- **APSA Union**
- **APA/APSA Non-Union**
- **Nurses**

Optional Special Increase:

In the unusual event that you wish to provide a special salary increase beyond the contract total, you may do so here and it will be processed with the general and merit increase effective October 1, 2020. This increase should be funded by your department and is completely optional. Entering a special increase of any amount in the raise model will require a specific justification form to be completed and emailed to HR.ClassComp@hr.msu.edu. The form requires signature from the employee's direct supervisor and executive management. The form can be found at:

<https://www.hr.msu.edu/ua/recognition/support-staff/documents/SpecialIncreasesSSEmps.pdf>

Resulting Salary

After the raise amounts have been entered in the raise model, the **New Base Salary** field in the model is calculated by adding the "Annual Salary," "General Increase," "Merit Increase," and "Optional Special Increase." If the final October 1, 2020 FTE salary is below the minimum, Human Resources will automatically increase it to the minimum and will notify affected MAU HR Representatives and MAU Fiscal Officers.

Please note that while the raise model is open for entry, data in the raise model will be reconciled daily with the HR-Payroll System through a systematic process. This reconciliation is necessary to update the raise model with any changes in the HR-Payroll System that could affect key data or eligibility that is displayed in the raise model. The daily reconciliation process will occur prior to 8 am and a view within the raise model will be available to report all changes made each day. This reconciliation process is necessary for maintaining accurate control totals during the raise entry, by departments. After the raise model closes, MSU Human Resources will contact departments individually if further changes need to be reconciled on a case-by-case basis.

RAISE PROCESS

The following is the timeline for this raise process:

Wednesday, September 9, 2020 - An email will be sent to MAU HR Unit Representatives and MAU Fiscal Officers announcing the opening of the raise process. At that time, support documentation will be referenced, as well as important reminders and key updates about this process. MAU Fiscal Officers may disseminate this information within their departments as necessary.

Friday, September 25, 2020 - The raise model closes at 5 p.m.

Monday, October 26, 2020 - Salaries will be in the HR/Payroll system and formal salary notifications will be available through the Support Staff October Raise Letters Report - HRP995, available through EBS Business Intelligence.

Friday, October 30, 2020 - Employees will receive their October check reflecting the raise.

If you have any questions about this process, please contact **Rebecca Yauch** at 517-884-0115, ryauch@hr.msu.edu.