

**Raise Process**  
Non Union and Union Professional  
and Supervisory Staff  
**Resource Guide**

This resource guide will build the knowledge base for those who will utilize Cognos Contributor to enter raise allocations: criteria, data entry, process, submission, and workflow.

The application for professional raises will be available for entry from September 9 to 25, 2020

**OPB (Cognos Access and Functionality)**

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# Chapter 1: Overview of Raise Process

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## Introduction to the Professional Raise Process

The Coalition of Labor Organizations at Michigan State University (MSU) negotiates salary increases for union staff at MSU based on health care costs. The contracts further detail how this raise is to be distributed. Non-union staff, not covered by the Coalition agreement, is included in this process for raise consideration. The union increases include a flat rate general percent and a merit pool. The non-union increase includes only a merit pool, which is equal to the combined percent of the union general and merit pool. All salary adjustments are effective on October 1, 2020.

An optional special increase may be given during the raise process in the unusual event that an employee is determined by their department to receive a raise amount outside of the contractual general and merit components. This optional special increase is available to both union and non-union groups and is effective on October 1, 2020.

## Cognos Enterprise Planning Raise Model

The Cognos Enterprise Planning raise model, located in the EBS portal, is the application used by units to designate annual raise recommendations. Union and non-union professional (including nurses) and supervisory staff actively employed as of September 30, 2020 are listed within the Cognos Enterprise Planning raise model called R03. Information in the raise model for these staff members, such as the salary, job, organizational unit, etc., is from data in the HR/Payroll System that is effective of September 30, 2020. Staff will only appear on lists in the raise model by employing organizational unit. The raise model opens in September and units have two and a half weeks to enter raise amounts into the model.

## Data Capture

The raise model reflects all personnel actions that have been processed in the HR/Payroll System as of September 8, 2020.

## Control Total Figures

The raise model includes columns for units to provide merit raise amounts and optional additional increases. All salary adjustments are provided in dollar amounts. A calculated control total is provided by unit and by MAU and dynamically changes based on the amounts entered into the model. Raise control figures for the merit increase must be fully used at the MAU level (total dollars given may not be more or less than the control at this level), but at the unit level the total dollars given may be greater or less than the control.

Professional Employee Groups	General Increase %	Merit Raise %
Union APA	1.10%	1.65%
Union APSA	1.375%	1.375%
Non Union APA and APSA		2.75%
Nurse		2.75%

## Optional Special Increases

Space has been provided in the raise model for departments to enter an additional special increase. This would take the place of any additional raise departments would have entered separately outside of the general and/or merit increase process. This special increase is optional. No control total is provided for this special increase and the department is expected to fully fund this increase independent of the annual raise process.

If provided, the optional special increase will be effective October 1 of the raise year just like the general and/or merit increase. Like the general and merit increases the optional special increase will be split proportionally across existing funding lines. Processing will be completed along the same timeline to be included in the raise notification process and to allow payment in the October check.

### Requirements for the 2020 Optional Special Increase:

1. Departments must complete and send a Special Increase for Support Staff Employees Supporting Documentation Form by email to HR.ClassComp@hr.msu.edu for each employee receiving the optional special increase in the raise model. The form can be obtained from:  
<https://www.hr.msu.edu/ua/recognition/support-staff/documents/SpecialIncreasesSSEmps.pdf>
2. When using this form as part of the raise process, the Current Salary field on the form should reflect the 09/30/2020 salary. The New Salary field should reflect the 09/30/2020 salary plus the general, merit (if applicable) and special increase amount.
3. Each form will be reviewed by Human Resources first, regardless of increase amount entered, prior to entering the raise in the HR/Payroll System.

## Merit Raise Guidelines

Human Resources has provided guidelines and FAQs to assist administrators in making merit pay determinations. Communicating about merit pay decisions *as the process unfolds* positively affects employee morale and establishes an atmosphere of transparency. The guidelines on our website are designed to infuse the merit pay process with opportunities for dialogue between supervisors and employees. These guidelines can be accessed here:

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

## **Approval of Raises**

Security, access and workflow will be addressed in Chapter 5 of this document. However, the Administrative Professional Association (APA) contract requires that the employee's direct supervisor review, approve, and discuss with the employee the merit raise given. To meet this requirement, it is expected that for each union APA employee, the direct supervisor is given a paper copy of the final raise amount and a wet signature from the supervisor is collected.

Individual copies of these signed increases may be kept in the department's personnel folder for the employee for no less than one year. OR, a comprehensive raise list signed by all supervisors may be kept in a separate file. To assist with this task, the current supervisor of record will be listed in the raise model. If, on review, this is not the correct supervisor for the employee please enter the correct supervisor via the **Actions** tile – **Position Details and Relationships** tile under the Enterprise Business Systems Portal.

## **Reconciling Data Changes Affecting Control Totals**

While the raise model is open, Human Resources will systematically reconcile eligibility and data changes to employee records in the HR/Payroll system with data in the Cognos raise model. Reconciliation will occur daily, before 8am. Organizational units affected will be notified through a daily changes report in the raise model which will show before and after changes. When the raise model is closed, Human Resources will continue to manually balance totals until raise data is loaded in the HR-Payroll System. Balancing after that point is done on an as-needed basis

## **Enforcement of Minimum Salaries**

After the raise has been applied, Human Resources will analyze FTE salaries to ensure that salaries meet the minimum pay ranges. Those individuals whose FTE salary falls short of the minimum range will automatically be adjusted to the minimum.

## **Human Resources Review and Finalization of Data**

Once the raise amounts have been submitted in the raise model, Human Resources identifies any changes to the data that occurred between the time of the data capture for the raise model and the time of the raise update in the HR/Payroll System. Human Resources will review these changes and modify the final salary accordingly. The final upload of the raise amounts into the HR/Payroll System will occur at the beginning of October.

## **Raise Letters**

After the raise amounts have been applied to the salaries in the HR/Payroll System, raise letters will be made available to each organizational unit through a Business Intelligence report available in the EBS Portal at this location:

1. Click on the Business Intelligence tile in the EBS Portal.
2. Browse to this location- [Public Folders](#) > [HR-Payroll Folder](#) > [University HR-Payroll Reports](#) > [HR Unit Reporting Admin and Manager Self Service Reports](#) > HR Unit Reporting Administrator Reports > Support Staff October Raise Letters – HRP995\*

\* The ability to access the raise letter reports is dependent on the HR Unit Reporting Admin role for your specific college/MAU or department. Access can be requested through an eARM via IT Services - <https://earm.itservices.msu.edu/>

The raise letters include the new annual salary and will be available to print no earlier than October 26, 2020.

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## **Union and Non-Union Professional Raise Process**

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## Chapter 2: Eligibility Criteria

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### General Information

There are standard criteria defined within the Coalition and union agreements to determine whether an employee is eligible to be included in the raise process.

### Eligibility Criteria

The following are the eligibility criteria for inclusion in the professional raise process. In some cases, Human Resources has systematically removed the individuals from the raise model who do not meet the criteria. This is noted under applicable eligibility criteria below.

The following are the eligibility criteria for inclusion of individuals in the 2018-2019 process:

1. Administrative Professional, Administrative Professional Supervisory and Nurses hired on or before September 30, 2020, are eligible for salary increases unless otherwise specified.  
**Note:** *Human Resources has systematically removed individuals not meeting this criteria from appearing in the raise model.*
2. Staff meeting criteria one who are currently on long-term disability or layoff should not be included for consideration for salary increase in this process. Their salary rates should be adjusted after return to work.  
**Note:** *Human Resources has systematically removed individuals on long-term disability and layoff from appearing in the raise model.*
3. Staff meeting criteria one who have failed two consecutive performance evaluations will be included in the raise process and will receive any general increase given for their group. However, they may not receive a merit increase. The dollars for their increase may be redistributed to other in the organizational unit and/or MAU.  
**Note:** *Human Resources has systematically set the 'Merit Eligible' flag for these records to 'no'.*
4. Staff meeting criteria one that have entered into a 'Special Agreement' should not be included for consideration for salary increase in this process. Their salary increases must fall in line with the terms of their agreement.  
**Note:** *Human Resources has systematically removed individuals on special agreement from appearing in the raise model.*

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## Chapter 3: Key Dates

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2020-2021 Professional Staff Raise Process Schedule (Revised 2/22/19)	
Dates	Action
Wednesday, August 12	<b>Transactions*</b> (submitted by departments) affecting 9/30/19 data for AP, APSA, and Nurses are received in the HR/Payroll Inbox for process.
Tuesday, September 8	Professional staff data <b>loaded</b> into raise application.
Wednesday, September 9	Professional staff raise process available online; units may <b>enter</b> raises online (about three weeks).
Friday, September 25 (MAU deadline)	Raise process <b>closes</b> ; Electronic approval <b>completed</b> .  <b>Please see communication from your MAU on internal deadlines.</b>
Monday, September 28 through Wednesday, September 30	Raise files <b>reviewed</b> by Human Resources for processing.
Thursday, October 1 through Friday October 16	Raises <b>loaded</b> into the HR/Payroll System, including manual corrections.
Monday, October 19 through Wednesday, October 21	Salaries reviewed against minimums. Those below the minimum will be brought up to the minimum and affected departments contacted by HR.
Monday, October 26	Raise notifications <b>available</b> electronically via BI report per MAU/Department security access to MAUs for distribution.

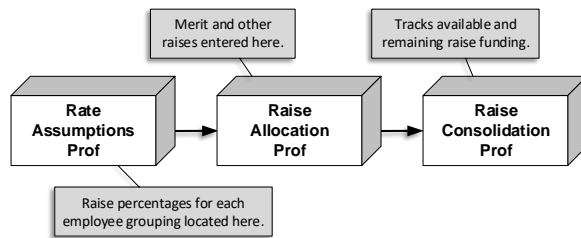
*Note: Units will have different internal deadline dates.*



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# Chapter 4: Summary

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1. Install Cognos Contributor Web Client on all laptops or desktops that will be used in the raise process.
2. Be sure all staff that will need to enter raises has appropriate security rights.
3. Enter each person's Merit raise. Data entry will be made on the Raise Allocation Prof tab.
4. **Enter** the MERIT raise amount into the **Actual MERIT Raise Given** column.
5. If you have decided to give the recommended raise amount, simply copy the values from the MERIT Raise \$ column to the Actual MERIT Raise Given column.
6. If a raise amount has been entered within "OPTIONAL Special Increase \$" column, then do the following:
  - SELECT "See Attachment" within "Insert JUSTIFICATION for OPTIONAL Special Increase" column.
  - INSERT justification documentation within the same cell.
7. Raise control figures for the merit increase must be fully used at the MAU level. Total raise dollars given at the UNIT level may be greater or less than the control. A hard stop has not been entered in the model, but MERIT control totals are to be adhered to closely at the MAU level. Human Resources will not accept any final submissions until MERIT raise amounts are met and not exceeded.
8. When data entry is complete, click the icon on task bar with the green background and white check mark. This will perform a validation check.
9. When validation is complete, the model should be submitted to the appropriate reviewer.
10. For questions, please contact Rebecca Yauch, 517-884-0115, e-mail [ryauch@hr.msu.edu](mailto:ryauch@hr.msu.edu).

**REMEMBER – Save Often and Take Ownership to Enter Data**

# **For Questions**

## **Human Resources (Eligibility and Raise Entry/Processing)**

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## **Office of Planning and Budgets (Functionality Questions about Cognos Raise Tool)**

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Resource guide for the raise applications are available  
on the Planning and Budgets web page

<https://opb.msu.edu/functions/budget/cognos.html>

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# Glossary

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## Definitions

**Annual Salary:** The salary rate actually paid to the employee given their current employment percent

**Full Time Equivalent (FTE) Salary:** The salary rate at a full time percent of employment (i.e., 100%)

**General Increase:** The contractually agreed upon flat percent increase for the new raise year. View only, non-modifiable.

**Leave Status:** Indicator of whether or not the employee is on a leave of absence.

**Optional Special Increase:** Enter much like the merit. Any increase will require justification and approval from Central Human Resources. Increase amount to be funded by department.

**R01:** The raise model for the faculty and academic staff non-union raise process within the Cognos Enterprise Planning System

**R02:** The raise model for the faculty and academic staff union raise process within the Cognos Enterprise Planning System

**R03:** The raise model for the Professional (including Nurses) and Supervisory support staff raise process with in the Cognos Enterprise Planning System