Raise Process

October 1 Special Raise Process

For Support Staff

Resource Guide

Administered by Human Resources

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Chapter 1: Overview of Raise Process

Introduction to the 2023 Special Raise Process

The board approved the university's Fiscal Year 2023-2024 operating budget, which includes funding for staff and faculty compensation and employee benefits. The university budget has prioritized compensation in the FY 2024 budget and includes funding to bring support staff collective bargaining agreement raises up to 4.0 percent in situations where the current agreements are less than 4.0 percent. These base salary increases will be available for allocation during the fall raise process, and allocated raises will become effective October 1, 2023.

All support staff groups, except POAM, that previously received a 1% raise as part of the 2022-2023 raise process, will receive an additional 3% increase. POAM employees will receive an additional increase of 2% because they previously received a 2% increase as part of the 2022-2023 raise cycle. Additionally, APA, APSA, Nurses, Extension Program Associates, and Resident Life Staff will receive the full 4%. All increases will be effective October 1, 2023, and will be applied as a general increase without merit consideration.

Specifically for APA, APSA, and Nurse employees, an optional additional base 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 above the university-provided 4%. This additional increase, as in past years, is available to both union and non-union groups and is effective on October 1, 2023, and will be applied after all other October 1 raises have been applied.

Raise Process

Because the support staff increases will be applied as a general increase, the Cognos Enterprise Planning raise application will not be utilized by departments to apply raises. Instead, Human Resources will systematically apply the raise percentages automatically and no action is necessary by departments. Departments will, however, need to provide feedback on additional base pay increases for professional employees as well as generate raise notifications for professional employees. See the section below on additional base pay increases and raise notifications.

Starting Salaries/Wages

For employees other than APA, APSA, and Nurses, the starting salary/wage that will be used to apply the increase will be the existing actual annual salary or wage as of 10/01/2023. For APA, APSA and Nurse employes, 1% of the overall 4% increase will be applied using the 09/30/2023 actual annual salary, followed by a 3% increase utilizing the 10/01/2023 salary, reflective of the 1% increase.

Additional Base Pay Increases for Professional Employees Only

After all university-provided raises have been applied, departments may elect to apply an additional base pay increase for eligible APA, APSA, and Nurse employees. A spreadsheet will be provided during the raise process to each MAU that will be used to collect the amounts of additional increases that are being requested.

For the October 1 raise process only, any additional base pay increase that results in an overall total increase of 10% or less will not require additional approvals. MAUs are expected to keep their own internal approval documentation for increases within this range. For additional base pay increases that result in an overall total increase of over 10%, MAUs will need to obtain both MAU Authorized Signer approval and Sr. Executive Office approval, or from their delegates. This may be done by forwarding the additional base pay increase spreadsheets to the approvers, who may reply as “approved” and then forwarding the spreadsheet and approval replies to Human Resources. The supporting documentation may be attached to the email when returning the spreadsheet to Human Resources. All additional base pay increases will be effective 10/01/2023.

Enforcement of Minimum Salaries/Wages

After all raises have been applied, including additional base pay increases, Human Resources will analyze full-time equivalent (FTE) salaries to ensure that salaries/wages meet the minimum for each pay range. Those individuals whose FTE salary falls short of the minimum range will automatically be adjusted to the minimum and MAUs will be notified.

Raise Letters

After the raise amounts and minimum salary/wage adjustments have been applied to the salaries and wages in the HR/Payroll System, raise notifications will be made available to send to employees.

For professional employees (APA, APSA, and Nurses), Human Resources will let MAU HR Representatives know that letters are available 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 report is dependent on the HR Unit Reporting Admin role for your specific college/MAU or department. Access can be requested through IT Services - Access Request Forms

The raise letters include the new annual salary and will be available to print no earlier than October 16, 2023.

For support staff employees, other than professional employees, a system generated email will be sent during the week of 10/16/2023 to each employee, individually, notifying them of the percentage increase to their salary or wage. No action from departments is necessary for these groups of employees.

Chapter 2: Eligibility Criteria

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 special raise process **using October 1, 2023,** as the eligibility date.

The following are the eligibility criterion for inclusion of individuals in the 2023 process:

1. Active and Inactive employees in the following groups, except for those on long-term disability (LTD) who have exhausted their two-year LTD leave:

    a. Regular SSTU employees (union and non-union)
    b. Regular 1585 employees (union and non-union) and union temporary and on-call.
    c. 274 Stage Managers
    d. Regular 324 employees (union) and non-union temporary and on-call employees.
    e. POAM employees
    f. Regular CTU employees (union and non-union) and union on-call University Operators
    g. Extension Program Associates
    h. Resident Life Staff (ASRA)

2. Active and Inactive employees in the following groups, except for those on long-term disability (LTD) who have exhausted their two-year LTD leave or are on **layoff**:
    a. Regular APA employees (union and non-union)
    b. Regular APSA employees (union and non-union)
    c. Regular, temporary, and on-call Nurse employees (TOC Nurses only receive university annual raises on raise years when the increase is a general increase only).

3. Staff prohibited from receiving a raise due to a 'Special Agreement" facilitated by the Office of Employee Relations 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.

Chapter 3: Schedule

Support Staff Professional Raise and Special Raise Effective October 1, 2023
Schedule 2023

Start Date	End Date	Task	Completed By
08/07/2023	08/11/2023	Systematically apply the **1%** raise for APA, APSA, Nurses, Extension Program Associates, and Resident Life Staff in the HR-Payroll System effective 10/01/2023. (The additional 3% will be added at a later step below).	HR
8/9/2023	8/9/2023	**TRAINING** - Raise training held from 2:00 pm to 4:00 p.m. via Teams. A separate invitation will be sent to MAU HR Reps and MAU FOs by Human Resources, prior to 08/9.	HR
08/14/2023	08/16/2023	Create spreadsheets for each MAU with eligible APA, APSA, and Nurse individuals to collect additional base pay increase submissions that are above the 4% increase.	HR
08/17/2023	08/17/2023	Send out additional base pay increase spreadsheets to MAU HR Reps (Deadline to return to HR will be 09/15/2023)	HR

08/17/2023	09/15/2023	Review APA, APSA, Nurse additional base pay increase spreadsheets, enter increase amounts, and email to HR.ClassComp@msu.edu with necessary approvals by COB 09/15/2023.	MAU HR Reps
09/04/2023	***09/04/2023***	***Labor Day Observed***	
09/18/2023	09/29/2023	Systematically apply the additional 3% increase in the HR-Payroll System for all bi-weekly eligible support staff employees effective 10/01/2023.	HR
10/02/2023	10/06/2023	Systematically apply the additional 3% increase in the HR-Payroll System for all monthly eligible support staff employees effective 10/01/2023, including APA, APSA, Nurses, Extension Program Associates and Resident Life Staff, POAM, and 274 Stage Managers.	HR
10/09/2023	10/10/2023	Load the additional base pay increases for APA APSA and Nurses. These are the special increases that were collected by spreadsheet previously.	HR
10/11/2023	10/13/2023	Systematically apply the October monthly progression and anniversary increases in the HR-Payroll System for eligible support staff employees **and adjust minimum salaries/wages.**	HR

10/16/2023	10/16/2023	Raise notifications can be generated for APA, APSA, and Nurse employees, electronically, via BI report called Support Staff October Raise Letters – HRP995. An email will be sent to MAU HR Reps to notify that raise notifications may be generated and will include instructions on how to run the report.	MAU HR Reps
10/16/2023	10/20/2023	Systematically generate individual raise notification emails to all support staff (bi-weekly and monthly) receiving the special raise, except for APA, APSA, and Nurses.	HR

For Questions

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