FY2014 Compensation Planning Highlights

- FY2014, a performance-based, market-driven increase program has been approved.
  - *Differentiate based on performance*

- For biweekly staff, effective 8/18/2013; For monthly staff, effective 9/1/2013.

- Minimum pay rate increases to $11.70 per hour for all non-student employees.
  *Note - all temporary employees must be paid Emory’s minimum pay rate*

- All salary structures (GEN, IT, CLN, ETS) will be adjusted by 1.7%.

- Online batch tool will be available for keying merit increases (up to 4%), bonus amounts and performance ratings on July 15th. It may be used for all “regular” staff, faculty, Post-docs and Librarians. Use eHRAF process for merit increases over 4% so appropriate approval process is followed.

- Be careful entering increases for faculty with multiple employee records or choose to enter increases in PeopleSoft HR Web. Compensation will only audit *staff* increases keyed in the online tool.
Highlights (Continued)

• Submit bonus payments through the usual Pay Request process.

• If the online batch tool is used to submit merit increases, do not enter future dated rows in PeopleSoft until after the upload of data to employee records (8/28/13 for bi-weekly paid staff and 9/19/13 for monthly paid staff).

• Use the eHRAF process to key merit increases for employees who have another transaction effective on August 18th or September 1st (i.e. reclassification, FTE change, etc.) instead of using the online batch tool. This will help ensure the actions are uploaded to employee records in the correct order.

• Submit requests outside the approved merit increase process to Compensation for review and approval before employees are notified (i.e. pay adjustment, reclassification, etc.).

• Non-SOM Top HR/Finance employees have received Compensation Planning documents and will provide the appropriate information to you.

Questions?