FY2013 Compensation Planning Highlights

• FY2013, a performance-based, market-driven increase program has been approved.
  - Differentiate based on performance and market competitiveness (position in salary range)

• For biweekly staff, effective 8/19/2012; For monthly staff, effective 9/1/2012.

• Minimum pay rate increases to $11.50 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%.

• Online salary increase tool will be available for batch processing of merit increases, bonus amounts and performance ratings. It may be used for all “regular” staff, faculty, Post-docs and Librarians.

• 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.

• Do not enter future dated rows in PeopleSoft until after the beginning of the fiscal year (August 19th for biweekly staff and September 1st for monthly staff).

• Use the eHRAF process to key merit increases for employees who have another transaction effective on August 19th or September 1st (i.e. reclassification, FTE change, etc.) instead of using the 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.).

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

Questions?