FY2016 Compensation Planning Highlights

• FY2016, a performance-based, market-driven increase program has been planned.  
  - *Differentiate increases based on performance*

• For biweekly staff, effective 8/16/2015; For monthly staff, effective 9/1/2015.

• *Proposed* minimum pay rate increases to $12.08 per hour for all non-student employees.  
  - *Note - all temporary employees must be paid Emory’s minimum pay rate*

• A 1.5% adjustment is *proposed* for all salary structures (General, IT, Clinical, Research, ETS).

• Pay Adjustment and Merit options will be available in the eHRAF from 8/1/15 – 9/30/15.  Use this process for multiple transactions with an 8/16/15 and 9/1/15 effective date and for merit increases over 4% so the appropriate approval process is followed.

• Online batch tool will be available for keying merit increases (up to 4%), bonus amounts and performance ratings on 7/20/15.  It may be used for all “regular” staff, faculty, Post-docs and Librarians.

• **New this year:** To satisfy audit requirements, documentation must be attached in the batch tool to confirm that division/school leadership authorizes increases for each employee (may be one attachment containing names of all employees).
Highlights (Continued)

• 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.

• 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 (dates will be provided in communication material).

• Use the eHRAF process to key merit increases for employees who have another transaction effective on August 16th 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 HR and Finance leadership will be receiving Compensation Planning documents soon and will provide the appropriate information to you.

Questions?