

Title	Salary Policy Report
Version	1.0
Date	05/21/2010
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Edited by	NA
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Process Owner	Janice Minder, Director of Human Resources, BOR
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Description: PZRSAPO – Salary Policy Report

This process is defined to capture salary policy data for the May BOR meeting for final approval for contracts. Each May at the BOR meeting the Regents must approve FY salary increases or salaries. The documentation in this guide reflects the budget process timeline for submission dates and stakeholders.

Items to Consider:

The institutions will receive a draft copy of the data upon completion and a final document of the data prior to May BOR mail out. A copy of this data will be provided to the System Vice President of Finance and Administration, System CEO/Executive Director, System Director of Human Resources, System General Counsel, and the Regents.

Reference/Table Information:

- PPAIDEN (SPRIDEN)**
- PEAEMPL [PEBEMPL]**
- PEAFAC [PERBFAC, PERAPPT, PERRANK]**
- NBAJOBS [NBRJOBS]**
- SALARY PLANNER [NBREJOB]**
- PEABARG [PERBARG]**
- OKLAHOMA 90%**
- PERFORMANCE RATING**

Process Defined by Forms

- PPAIDEN

The screenshot shows a web browser window titled "Identification PPAIDEN 8.0 (PROD)". The form contains the following fields and sections:

- ID:** A00091568 (dropdown menu)
- Name:** Nicole R Ogan (text input)
- Gender:** (dropdown menu)
- Navigation tabs:** Current Identification (selected), Alternate Identification, Address, Telephone, Biographical, E-mail
- ID:** A00091568 (text input)
- Name Type:** (dropdown menu)
- SSN/SIN/** (text input)
- Person Section:**
 - Last Name:** Ogan
 - First Name:** Nicole
 - Middle Name:** R
 - Prefix:** (text input)
 - Suffix:** (text input)
 - Preferred First Name:** (text input)
 - Full Legal Name:** (text input)
 - Marital Status:** M (dropdown menu) Married or Legally Separated
- Non-Person Section:**
 - Name:** (text input)

This form pulls Name and Employee A-ID.

- PEAEMPL

This form requires employees to be active and pulls departmental information from Home Location and College Code.

Home Department:	COA: S Organization: 1DOHR1 Human Resources	Reason:	<input type="text"/>
Check Distribution:	S 1DOHR1 Human Resources	Begin Date:	<input type="text"/>
District or Division:	BOR Board of Regents	End Date:	<input type="text"/>
<hr/>			
Service Dates			
Current Hire:	01-JUL-2006	Hiring Location	
Original Hire:	06-JAN-2003	Location:	BOR Board of Regents
Adjusted Service:	06-JAN-2003	College:	RH Regents Human Resources
Seniority:	06-JAN-2003	Campus:	<input type="text"/>
First Work Date:	<input type="text"/>		
Last Work Date:	<input type="text"/>		

- PEAFACT

Faculty Action Tracking PEAFACT 8.0 (PROD)

ID: A00C Tir
Status: Active

General

Primary Activity: Instructional
Primary Discipline: 451001 Pol Sci and Government, ()
Institution Credit:
Faculty Type: 1FT 22-AUG - 21-MAY
Faculty Compensation Level:
Birth State or Province:
Academic Title: Professor - 9
 Emeritus Status
 Terminal Degree
 AAUP Member

Original Appointment

Begin Date: 15-AUG-1992
End Date:
User ID: DWDOBRENSKI
Activity Date: 06-MAR-2009

PEAFACt determines area of discipline for faculty contracts or otherwise known as CIP. Faculty dates are pulled from here for the dates of the contract period (see faculty type field).

- SALARY PLANNER - SSB

Reason	Percent	Amount	Include in Change Totals
Market Increase	5.00	4726.15000	Yes
Performance Increase	4.00	3780.92000	Yes
Institutional Priorities	3.00	2835.69000	Yes
Promotion-Outside Salary Pool	2.00	1890.46000	Yes
Adjustment-Outside Salary Pool	1.00	945.230000	Yes

Job Detail for Position and Suffix HE9999 - 00

Model:	Proposed	Base	Current
Effective Date:	Jul 01, 2007	Jul 01, 2006	Jul 01, 2006
Title:	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
Hourly Rate: *	52.261318	45.444624	45.444624
Annual Salary: *	108,701.45	94,523.00	94,523.00
Total Change Percent:	15.00		
Total Change Amount:	14,178.45		
Appointment Percent: *	100.00	100.00	100.00
FTE: *	1	1	1
Hours per Day: *	8.00	8.00	8.00
Hours per Pay: *	173.33	173.33	173.33
Salary Group:	2008	2006	2006
Table: *	NS	NS	NS
Grade: *	0	0	0
Step: *	0	0	0
Budget Factor: *	100.00		
Estimated Fiscal Year Budget: *	108,701.45		
Exclude from Totals:	<input type="checkbox"/>		

Salary Planner is used to pull title, position number, FTE, annual salary into report and documents increases for Performance, Market, Institutional Priorities and Promotions/Other. All of this information is pulled from the PROPOSED data. To ensure that all salary dollars are used, if an employee is terminating and the salary policy dollars will be used, then the employee should show up in the report with a 0.00 proposed salary, FTE as well as 0 for all increases. This allows the current salary to have the percent for salary policy applied in the calculation of total dollars per classification of employees.

Contract types (Non-faculty Exempt, Unit Faculty and Non-Unit Faculty) are determined based on the ECLS Code that is proposed on Salary Planner NBREJOB table. This coincides with what has been pulled into salary planner from NBAJOBS. If NBAJOBS has ECLS information that is not valid, then the contract will be impacted. If this is the case, the NBAJOBS record will need to be updated and BOR Budget will need to run the Add/Delete process on NOPEAMA. Institutions will need to identify the correct effective date for the process to be completed. This

process should bring in the right ECLS. Institutions should be evaluating their JOBS and POSN data January – March to have this scrubbed prior to the salary planner pull to avoid bad data.

- PEABARG

Employee/Job Labor Relations PEABARG 8.0 (PROD)

ID: A000 Ah

Employee Bargaining Unit		Relationship Status	Seniority	Bargaining Unit Dates Effective	End
Bargaining Unit Code	HE University COHE	EL Eligible	15-AUG-1992	01-JUL-2006	

Employee/Job Labor Relations PEABARG 8.0 (PROD)

ID: A00002351 Timothy A Martinez

Employee Bargaining Unit		Relationship Status	Seniority	Bargaining Unit Dates Effective	End
Bargaining Unit Code	HE University COHE	IN Ineligible	15-AUG-1992	01-JUL-2006	

PEABARG determines assignment to unit or non unit contracts along with the ECLS in NBREJOB. REMEMBER: if data is wrong, they will not pull into the contract correctly. If an employee has IN, then they will be assigned Non-Unit or Non-Faculty Exempt based on their FTE and ECLS set up.

- OKLAHOMA DATA

This data is pulled from PZROKLA process completed by BOR RIS HR Applications staff. The Oklahoma salary data is pulled by SDSU and provided to BOR HR. BOR HR provides information to BOR RIS HR Applications staff. The 100% average in the salary survey is pulled by employee to an Oracle table called salaryplannerloader_upload.

- **PERFORMANCE RANKINGS**

This data is provided currently by the institutions during the budget process in an Excel spreadsheet. BOR RIS HR Applications staff load the data from the spreadsheets to the Oracle table called salaryplannerloader_upload.

Process Parameters:

Number	Parameters	Values
01	SPEX prefix	FY11
02	Institution	SDSU
03	Hours per Year	2088
04	Last Effective Date	21-JUL-2010

LENGTH: 10 TYPE: Character O/R: Required M/S: Single
ie: FY09 for fiscal year 2009

Submission
 Save Parameter Set as Name: Description: Hold Submit

Destination Printer, DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 ... List of Valu... <OSC>

01. SPEX Prefix – this is the prefix identified in Salary Planner and is the FY for the coming budget year. This can be pulled by BOR Budget or BOR RIS HR Applications Staff.
02. Institution – This can be run by the system office using institution or % for all.
03. Hours Per Year – This is the total number of hours in the FY.
04. Last Effective Date – This is the last possible effective date to pull information from Banner INB. Typically, 21-JUL-20XX is used as the variable. However, if there are future effective dated items, a different date can be used.

Related Documents:

Whitepaper_FYContracts (Training Website <http://mytraining.sdbor.edu> under HR).

Sample of Report:

The sample report below documents the layout of the report. This report has three distinct sections for each of the classifications – NFE, Faculty Unit and Faculty Non-Unit. After each section, there is a calculation that identifies total salary policy as compared to total salary dollars used by the institution.

