2023-24 Staff Merit Process
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FINANCE INFORMATION TECHNOLOGY

April 11, 2023
AGENDA

- Highlights of the Staff adjustment process
- Timeline for 2023
- StaffSal demo
- Questions
The memo from Bryan Garey and Tim Hodge which provides detailed instructions for the staff merit process was distributed via email on March 23, 2023.

Memo is posted on OBFP website:

https://www.obfp.vt.edu/content/dam/obfp_vt_edu/23-24-staff-merit-memo.pdf

If you need a copy of this memo, contact Tori Williams at toriw75@vt.edu
Merit Adjustment Process Highlights

- Merit program is subject to General Assembly Approval

- State budget not yet finalized; program parameters could be changed.

- For planning purposes, university will move forward with parameters adopted by the 2022 General Assembly:
  - University Staff program has two components:
    - A base increase of 3.0%
    - A merit pool of 2.0%

- Classified Staff will receive a 5.0% base increase (positions governed by the state)
Performance evaluation ratings should serve as a reference:
- Unacceptable - Not eligible
- Developing: 0% merit, 3.0% overall
- Strong: 0.0% - 2.0% merit, 3.0% - 5.0% overall
- Model: 2.0% - 4.0% merit, 5.0% - 7.0% overall

Units are responsible for applying merit increases in a fair and consistent manner.
Merit Adjustment Process Flow

1. Determine Adjustments
2. Record via StaffSal
3. Senior Management Review
4. HR/OBFP Review with Executive Management
5. Update Banner
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 11</td>
<td>StaffSal system is available</td>
</tr>
<tr>
<td>May 1</td>
<td>Deadline for submission of proposed increases</td>
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<tr>
<td>Early May</td>
<td>Budget office produces summary reports for Leadership</td>
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<tr>
<td>May 9</td>
<td>Board of Visitors report deadline</td>
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<tr>
<td>June 9</td>
<td>Senior Management areas notified of program approval</td>
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<tr>
<td>June 9</td>
<td>Department Heads begin to notify staff of salary changes</td>
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<tr>
<td>June 10</td>
<td>Staff Merit actions applied (7/1 paycheck)</td>
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</table>
What is StaffSal?

- StaffSal is separate from Banner
- A web application that models the faculty merit increase recommendation process.
- No changes have been made to the system that was used in previous cycles.
- Link: https://www.apps.vpfin.vt.edu/staffsal
StaffSal Starts and Ends with Banner
Important Ideas to Remember

Verify your data!

- Early on in the process please verify that all people in your unit appear in your unit.

- Individuals hired after March 10, 2023 are NOT eligible but are included in the system.
Who do I call for Help?

For technical issues with StaffSal, contact Lisa Blackwell (blackwell@vt.edu, 231-4563)

For Staff data corrections (salaries, etc.) contact Cara Epperly (cpain06@vt.edu, 231-7180)

Access Requests for StaffSal should be submitted through the online form located here: https://fit.vpfin.vt.edu/merit-access

For policy questions related to the Staff Merit Process, contact:
HR Compensation Team: compensation-g@vt.edu
Tori Williams in OBFP (toriw75@vt.edu, 231-6109)
QUESTIONS?