



THE UNIVERSITY OF NORTH CAROLINA WILMINGTON

E-MEMORANDUM

From: Bob Russell 

To: Vice Chancellors
Academic Deans
Divisional Budget / Business Managers

Date: July 30, 2008

Subj: **FY 2008-09 EPA Salary Increases (BD-119)**

The President has sent out his guidance for this year's EPA Salary Increase process. You can access their guidance through the Budget Office website. In addition, Human Resources will be sending out additional guidance regarding salary increases / ranges next week. The overall process is virtually the same as in past years, with our timeline not as compressed as in past years.

As you can see by the attached calendar, final submissions are due to my office on **September 2, 2008**. This will allow sufficient time for Chancellor/Provost review; and adequate time for Human Resources, Budget Office and Payroll to finalize the process. As was the case last year, with Banner HR we still have to manually key all data entry.

Prior to this final date, however, there are several actions that must be done earlier, namely:

1. Any request for increases that are "greater than 15% AND \$10,000 or more" than the employee's June 30, 2008 salary requires prior approval of the Board of Governors. The attached form (PA Form 100) should be submitted to the Budget Office.
2. Any SAAO's salary that exceeds the BOG-established salary range requires BOG approval as well. The attached form (PA Form 100) should be submitted to the Budget Office.
3. Due dates for both instances is **August 18, 2008**.

Again, the Chancellor desires to see all requests for use of excess EPA (Non-Faculty) funds (account code 911000) at the same time. As such, any Vice Chancellor requesting such funds must submit the attached form to the Budget Office by **August 25, 2008**. After the Chancellor has reviewed and approved such requests, the appropriate Vice Chancellor will be notified, by me; and their EPA control figure increased accordingly.

Finally, the Board of Trustees has approved UNCW-established salary ranges for all EPA (faculty and non-faculty). If, as the result of salary increases, an EPA employee's 7/1/08 salary exceeds the range maximum; the Board must be notified. The attached form (PA Form 100) should be submitted to the Budget Office by **August 25, 2008** to reflect any such exceptions.

As always, all of the forms/instructions/calendar can be found on the Budget Office website: <http://www.uncw.edu/budget/bd119/index.html>

If there is any process or technical questions please contact either Amy or me.

Human Resources will distribute the EPA market analysis next week following their report to Board of Trustees and will promulgate guidance on the determination of EPA salaries shortly. Any questions regarding salary increases should be directed to Human Resources.

Attachments:

1. UNCW Instructions and Highlights
2. Sources and Allocation of Funds
3. UNCW Calendar
4. PA Form 100
5. Request for Use of Excess EPA Funds
6. Divisional spreadsheets (with summaries) – distributed separately

UNCW EPA Salary Increases' Instructions and Highlights FY 2008-09

Highlights from UNC-GA guidance

1. Legislative Increase (LI) received 3.0% for salaries (Faculty and EPA); based on EPA Salary Base from the FY 2008-09 Supplemental Budget. (Note: no salary increase funds received on new faculty positions.)

UNCW guidance

1. Divisional increase funds (controls) were derived by calculating approved percentages by total salary jobs, plus increases for promotions/EPA equity increases (see below).
 - a. Vacant / excess faculty (913100) funds – held at Provost/Dean level
 - b. Vacant / excess EPA (911100) funds – held by Chancellor
2. Grant and receipt supported positions do not receive appropriations, but employees are entitled to same pay increases. Please ensure there is sufficient funding in the grant/receipt fund for any increases, before you indicate the salary increase on the Excel spreadsheet.
3. Increases already included on spreadsheets:
 - a. Faculty Promotions – in Promotion Increase column (in **Blue**)
 - b. Librarian contract increases – in Merit Equity column (in **Blue**)
4. Three Key Due Dates:
 - a. August 18, 2008
 - i. EPA increase > than 15% AND \$10,000 or more (regardless of funding source)
 1. Use PA Form 100
 - ii. SAAO's > BOG salary range.
 1. Use PA Form 100
 - b. August 25, 2008
 - i. Request (by Vice Chancellors) for use of excess EPA funds held by Chancellor (with justification).
 1. Use Memo format on Budget Office website
 - ii. EPA salaries that exceed UNCW-established salary ranges
 1. Use PA Form 100
 - iii. SAAO Tier I salaries
 1. Use Excel spreadsheet
 - c. September 2, 2008 – All campus EPA increases due to Budget Office

**Sources of BD-119 Funding
FY 2008-09**

Faculty (913000) funds:

3% Legislative Increase (on 12.1.07 EPA Salary Base - \$54,626,006)	\$1,638,779
Campus-initiated Tuition Increase	<u>219,344</u>
Total Faculty funds	\$1,858,123 (3.4% increase)

EPA Non-Faculty (911000) funds:

3% Legislative Increase (on 12.1.07 EPA Salary Base - \$11,177,514)	\$335,325
Campus-initiated Tuition Increase	<u>0</u>
Total Faculty funds	\$335,325 (3.0% increase)

**Allocation of BD-119 Funds
FY 2008-09**

	<u>Faculty (913000)</u>	<u>EPA (911000)</u>
Academic Affairs (includes: CITI)	\$1,847,291	\$127,175
Business Affairs	0	\$28,912
Chancellor	\$5,121	\$65,762
ITSD	0	\$12,206
Public Service	0	\$3,308
Student Affairs	\$1,745	\$46,265
University Advancement	0	\$20,470
Athletics	\$3,966	\$5,400
Excess EPA funds	<u>0</u>	<u>\$25,827</u>
Total Allocations	\$1,858,123	\$335,325

Notes:

1. Detailed allocations provided on Excel spreadsheets w/ exception of Academic Affairs 913000 targets, which will come from AA guidance.
2. Academic Affairs 911000 target does not include Library promotions, which will come from 913000 funding.
3. ITSD 911000 target does not include posn # 6253 (Z. Mitcham) who will be handled through SPA LI.