2017 Annual Merit Program FAQs
Policy-Covered Employees

Web Merit

1. What do I do if I can’t access Web Merit?
   - If you are unable to access the Web Merit system after following the web merit instructions on the HR web site (http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps under the accordion file “Web-Based Merit System”), you may need to update your Request Access to PPS Form which enables you to indicate access to Web Merit, in addition to PPS.
   - Check your web browser - Web Merit is not compatible with Internet Explorer 10 or higher, therefore please use Firefox, Chrome or another browser.
   - Check the Web Merit calendar. It may be that access has been closed by HR in order to have a roster run by UCOP Production.

2. What do I do if my current, eligible employee is not on my preliminary roster?
   - First check to see if the employee has an appointment and/or distribution that goes beyond June 30th. If not, please enter a new appointment and/or distribution into PPS with end dates beyond July 1st.
   - If the employee DOES have an appointment and/or distribution beyond June 30th, please make sure the Next Salary Review Date (07/17) and Type (2) is entered into PPS (located on the EPER screen).

   The preliminary roster period is designed to help you identify missing and incorrect information and allows you to make changes in PPS before the freeze period. Once you make your changes in PPS, the missing employee should appear on the next roster. If not, please contact Amy Arnold (Ext. 4068 or amy.arnold@hr.ucsb.edu) to have a manual update processed.

3. When should I delete an employee from the roster?
   If an ineligible employee appears on the roster, do not delete them, as you cannot add them back if a mistake is made. Please contact Amy Arnold for assistance (Ext. 4068 or amy.arnold@hr.ucsb.edu).

4. How do I handle an employee with a temporary stipend?
   The merit increase is only applied to the permanent base pay rate (coded as REG in PPS) for each position. It does not get applied to the temporary stipend rate (coded as SAS in PPS). It is possible that a non-REG pay appointment may appear on the preliminary or final roster, but those can be deleted from the roster after consultation with Amy Arnold, Ext. 4068 or amy.arnold@hr.ucsb.edu.

5. How do I get my own merit increase entered if I’m the department preparer?
   Please make every effort to have someone else enter your performance evaluation rating and merit increase. That can be another preparer in your department, a department chair with an account, or a divisional control point. If it is not possible for another person to enter it, then you may enter your own information, but follow through with documentation to your supervisor and control point. Your control point may provide further instructions.
Note that all ‘self-updates’ are flagged in the system and are reviewed at the end of the process.

Eligibility

6. If an employee is appointed to a career position from a limited appointment position after the established eligibility date, are they eligible for a merit increase?

No, an employee has to be in a career position on the eligibility date to be eligible for a merit increase.

7. If an employee has already received increases close to or at the annual maximum of 25% this fiscal year, will they be eligible to receive a merit increase?

According to PPSM 30 Compensation (http://policy.ucop.edu/doc/4010400/PPSM-30), the 25% cap applies to all base building salary increases except those increases made under a systemwide salary program, such as the annual merit program, thereby allowing you to give them a merit increase.

8. If an employee recently received an increase from a promotion, equity, or reclass, are we required to give them a merit increase as well?

You have the discretion to pro-rate the merit increase amount in situations where an equity, reclassification, or promotional increase was granted in the prior 12 months, or if the employee was hired within the past 12 months.

9. Are members of the Senior Management Group eligible to receive an increase?

SMG members are eligible to participate in the annual merit program, however, their increases will be coordinated and processed through the Systemwide Executive Compensation Group.

10. Are contract appointment employees eligible to receive a merit increase through the annual merit program?

The annual merit program only applies to career and partial-year career non-represented employees. Please consult with HR/Employment for other options for contract employees.

Performance Evaluations:

11. Which performance evaluation form should be used?

All policy covered (non-represented) employees should be evaluated using the newest evaluation form that was created in 2015, and recently revised in 2017 (“Performance Evaluation Form – Non-Represented Staff (Type-In) Version 2017”), located on the Managers & Supervisors section of the HR website (http://www.hr.ucsb.edu/managers-supervisors/performance-evaluations).

12. What if I evaluate my employees on a calendar year or other annual basis and not a fiscal year basis?

Performance evaluations completed within the last 12 months (no earlier than July 1, 2016) will be accepted for this merit process.

13. What happens if a department has not completed a performance evaluation for their employee(s)?
PPSM 23, Performance Management, stipulates that every policy covered staff member should be appraised at least annually in writing by the employee’s immediate supervisor. The merit program requires submission of a performance rating and a completed performance evaluation. If no performance evaluation was completed, the department is considered out of compliance and the merit increase decision will be escalated to the VC/EVC of the division.

14. If an employee is rated “Consistently Below Expectations” is the performance evaluation process handled differently?

The department should be in consultation with Employee and Labor Relations (ELR) for situations such as this.

Merit Increases:

15. Are across the board increases permitted (defined as all eligible staff receiving the same percentage increase regardless of performance rating)?

No.

16. How do we handle the increase for employees who are appointed in more than one department?

The departments involved will have to collaborate and agree on one overall performance rating and one overall increase %. The cost is then split between the departments based on distribution and/or appointment percentage.

Merit Fund Pool/Budget:

17. If ineligible employees appear on my roster do I get to reallocate the merit funds to other employees?

Each division will determine whether the budgeted amount will be available to the department or put into a centrally held fund within the division.

18. If an employee transfers to another department during the merit process period, but appears on my roster still, do I get to reallocate the money from that budgeted provision?

No. Please contact Amy Arnold (x4068) about deleting that employee from your roster. The merit increase for that employee would have to be manually entered into PPS by the new hiring department.

19. What happens if I allocate more than 3% overall for core-funded positions?

You will only be provided 3% for core-funded positions, therefore you cannot allocate more than 3% overall.

20. Can a department augment the merit fund pool with other funds in order to exceed a 3% budget?

No.

21. What is the expectation for employees funded by grants or other restricted fund sources? Will they receive increases?
Employees are eligible to receive the increase regardless of fund source.

Salary Ranges

22. Will we receive funds for those employees who are not eligible for the salary increase, but whose salaries need to be brought up to the new range minimum?

No. Departments are responsible for covering this cost.

23. Will the PSS/MSP salary ranges be adjusted this year?

Yes. The PSS and MSP salary grade ranges will be increased by 2.5%, effective June 18, 2017 for BW and July 1, 2017 for MO.

24. Will an employee whose salary is above the maximum of the salary range be eligible to receive an increase?

No.

Other:

25. What is the order of salary adjustments that have the same effective date?

Per Personnel Policy for Staff Members (PPSM) 30 Compensation, B.3.5, if more than one salary adjustment takes place on the same date, actions occur in the following order:

a. Systemwide Salary Program action resulting from a general increase (e.g. across-the-board increase)
b. Merit increase
c. Individual salary action resulting from promotion, reclassification, lateral transfer, demotion, or equity increase