

## STEP PLUS PPS DATA ENTRY GUIDELINES

With the implementation of the Step Plus System, the campus is seeking to standardize PPS data entry to accurately reflect a faculty member’s salary using two PPS Pay Distribution Lines. Two distributions will allow units to easily track permanent and temporary salary components.

### WHAT SHOULD BE INCLUDED IN THE TWO DISTRIBUTIONS?

Distribution 11: Include all salary components (as applicable):

- REG Salary
- Step Plus Increment (OSC)<sup>1</sup>
- Step Plus Supplement (OSC)
- Existing Offscale
- Begin Date: 7/1/15
- End Date: 6/30/XX (date should be equal to normative time at step)

Distribution 12: Only include permanent salary components (as applicable):

- REG Salary
- Step Plus Increment (OSC)<sup>1</sup>
- Existing Offscale
- Begin Date: 7/1/XX
- End Date: Indefinite

Example – Dr. Smith received a 1.5 step merit to Associate Professor, AY Step 3.5, effective 7/1/15. Figures listed below can be found in the Step Plus System Salary Tables. Normative time at step for this rank is 2 years.

- REG Salary: \$81,600 or \$6,800/month
- Step Plus Supplement: \$1,050 or \$87.50/month
- Existing Offscale: \$5,000 or \$416.67/month
- Total Salary: \$87,650 or \$7,304.17/month

DIST	ACTIONS	C	ACCOUNT	SUB-A	OBJ	S-O	PROJECT		FTE	DIS %
11		3	ABC1234		SB01			BIA ACCOUNT	1.00	1.0000
	PAY BEGIN		PAY END	STEP	O/A		RATE/AMOUNT	DOS		
	070115		063017	3.5	O		\$7,304.17	REO		

DIST	ACTIONS	C	ACCOUNT	SUB-A	OBJ	S-O	PROJECT		FTE	DIS %
12		3	ABC1234		SB01			BIA ACCT	1.00	1.0000
	PAY BEGIN		PAY END	STEP	O/A		RATE/AMOUNT	DOS		
	070117		999999	3.5	O		\$7,216.67	REO		

<sup>1</sup> Step Plus Increment is a calculated amount that is included in the half-step salaries listed on the Step Plus Salary Scale tables.

## FUNDING IMPLICATIONS OF THE TWO DISTRIBUTIONS

With the implementation of the Step Plus System, the campus is faced with the challenge of funding merit and promotion increases which can include new salary components that are short-term in nature. After much discussion, it was determined that permanent salary increases would be funded through the campus Academic Merit and Promotion Funding Process while the short-term component would be funded separately on an annual basis. The Academic Merit and Promotion Funding process will fund merit increases using the faculty member's indefinite payroll distribution. Using the indefinite distribution will allow the campus to fully fund the merit increase avoiding the issue of underfunding that has occurred when a faculty member is temporarily charging a portion of his or her salary to a grant.

In our example, the Academic Merit and Promotion Funding Process will fund Dr. Smith's merit on distribution #12 which has the indefinite end date.

- PRE-MERIT REG Salary: \$75,000 or \$6,250/month
- Existing Offscale: \$5,000 or \$416.67/month
- Pre-MERIT Total Salary: \$80,000 or \$6,666.67/month

### Distribution 12

- NEW REG Salary: \$81,600 or \$6,800/month
- Existing Offscale: \$5,000 or \$416.67/month
- Total Salary: \$86,600 or \$7,216.67/month

**Amount of Funding to be transferred via the Academic Merit and Promotion Funding Process: \$6,600 (Base and Current Year Funding)**

The balance due is the faculty member's Step Plus Supplement which is the difference between salaries on distributions 11 and 12.

### Distribution 11

- NEW REG Salary: \$81,600 or \$6,800
- Step Plus Supplement: \$1,050 or \$87.50/month
- Existing Offscale: \$5,000 or \$416.67/month
- Total Salary: \$87,650 or \$7,304.17/month

### Distribution 12

- NEW REG Salary: \$81,600 or \$6,800
- Existing Offscale: \$5,000 or \$416.67/month
- Total Salary: \$86,600 or \$7,216.67/month

**Amount of Funding to be transferred via the annual Step Plus Supplement Funding Process: \$1,050 (Current Year Funding Only)**