(Forwarded email message from Central HR)

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From: **Scott DINKELSPIEL** <scottd3@berkeley.edu>
Date: Tue, Sep 3, 2019 at 10:14 AM
Subject: FY20 Non-Represented Staff Salary Program
To: Scott DINKELSPIEL <scottd3@berkeley.edu>

Hello-

You are receiving this notification since you have been designated as a merit administrator for the FY20 Non-represented Staff Salary Program for your department(s).

As you know, the Berkeley campus transitioned to UCPath in March 2019 and as a result UCB's process for the FY20 Non-represented Staff Salary Program has changed; the web based merit tool used in previous years has been discontinued.

The FY20 Non-represented Staff Salary Program rosters will be available in Box for designated "merit administrators" for their corresponding organization(s) this week. You will receive an email Box invitation from me when your department roster is ready. Please click on the "Go To File" box to access the roster(s).

Another way to access Box is to open your gmail account. Near the upper right hand corner is a three row by three column bullet point icon. Select that icon, which will open to display options. You may need to select "More" at the bottom to see the Box icon. Select the Box icon and your department(s) merit roster excel spreadsheet(s) will be there. The Box spreadsheets will be open until the close of business Friday September 20, 2019 for updating.

After you open the roster in Box, select the "Download" icon option in the upper right hand corner. Download the roster to Excel.

Proposed Increases

If the employees performance rating was input to the campus online performance management rating system on or before August 31, 2019, that rating should appear on the roster in column J. The recommended percentage increase range based on the rating will be in column K. Ratings entered into the Berkeley campus online performance rating system after August 31, 2019 will not be transferred to the merit roster. Please enter the rating for employees not already populated into column J and enter "Yes" to column AE.

Enter the change percentage increase into column W. Columns X, Y, and Z will then automatically populate.

Save the excel file to your computer files. Then go back into Box and click on the three row bullet icon near the upper right hand corner. Click "Upload New Verison" to then select the updated file to upload back into Box.

Information provided on the rosters is as of June 30, 2019, which is the effective date for the merit based salary increases for bi-weekly paid employees. The effective date for monthly paid employees is July 1, 2019. Salaries as of June 30, 2019 are provided even if an employee has subsequently received another salary increase.

For employees who have already received another salary increase, effective on or after July 1, 2019, the merit salary increase will be applied to the June 30, 2019 salary. Then, according to guidance received from UCPath, the other salary increase ***percentage*** will be applied to the post merited salary figure. Compensation will work with UCPath to implement this process. No action is necessary from the home department.

The 3% allocation pool is located at the bottom of column V. It is important to remember that this amount is static and will not change unless an employee is rated as "1" or "2". In that case, the 3% allocation for the employee(s) rated "1" or "2" may be allocated to other eligible employees.

Employees who were eligible on July 1 but who have since left your department (transfer, terminated) appear on the roster. The 3% allocation for those employee(s) is/are eligible to be awarded to other eligible employees.

Employees who have transferred from another UC location after January 2, 2019 without a break in service will appear on the roster as not being eligible (Not PPSM January 2019) due to not being employed by the Berkeley campus as of January 2, 2019. If the employee does meet all of the eligibility criteria, please have that employees merit increase processed manually. – outside of this process.

PPSM Policy 30 was updated in May 2018 indicating "As locations transition to UCPath, General and Merit Increases based on a percentage increase will be rounded up. For hourly paid employees, all hourly rates will be rounded up to the nearest cent. For monthly paid employees, all monthly rates will be rounded up to the nearest dollar". These rounding rules have been incorporated into the spreadsheet tool (Columns Y and Z).

The eligibility criteria and FAQ's are located at https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented/salary-program-fy20

Merit Roster Data Field Descriptions

Column	Column Header	Description
A - H	Various	Employee Data as of June 30, 2019
I	July 1, 2019 Compa-Ratio	Employee Compa-Ratio (Individual Base Salary / Salary Range Midpoint)
J	Rating	Populated with Performance Rating from campus online performance management rating system if entered into system by August 31, 2019. If blank, please enter the rating.
K	Sample Increase Percentage	Salary Program guideline percentage range based on the rating.
L – O	Various	Org Level 3 & 4 Information
P	July 2019 Salary Grade	Employees position salary grade
Q	July 2019 Salary Grade Midpoint	Midpoint of the position salary range
R	Compensation Frequency	Hourly or Monthly Paid
S – T	June 30 Comprate/Annual Rate	Displays hourly or monthly and annual pay rate
U	FTE	Employees FTE
V	Individual 3% Allocation	Employees Annual Rate * FTE
W	Change Percent	Please enter the salary increase percentage
X	New July 1 Comprate	Displays new hourly or monthly and annual pay rate from spreadsheet calculation
Y	New July 1 Rounded Comprate	PPSM 30 requires "General and Merit Increases based on a percentage increase will be rounded up. For hourly paid employees, all hourly rates will be rounded up the nearest cent. Form monthly paid employees, all monthly rates will be rounded up to the nearest dollar.
Z	New July 1 Rounded Annual Rate	Column Y figure multiplied by 2088 for hourly paid employees and by 12 for monthly paid employees.
AA	Ineligible Reason	1) Employees who are not eligible will appear in red font. 2) Did not complete 1 or more of the 3 required trainings, 3) Direct report has not completed 1 or more of the 3 required trainings,

		4) MAXIMUM – Salary is at or above the salary range maximum, 5) Not in PPSM January 2019 – employee did not hold a PPSM title on 1/2/19 and/or transferred from another UC location after 1/2/19, 6) Separated – Employee has separated from the campus after July 1, 2019, 7) Other – Employee received other salary increase and was informed in writing that the other increase included the FY20 PPSM Merit Program increase. 8) Combination of the above
AB – AD	Training Completion	The 3 training requirement statuses
AE	Perf Eval Completed	If completed through the campus online performance management system this will be populated with "Yes". If not, please enter "Yes" if the rating is entered manually to the roster.
AF	Notes	Populated if employee is on paid leave, unpaid leave, a short work break, or has been separated.

Please let me know of any questions.

Thanks ,

Scott