



HR LIAISON NETWORK NEWS

February 23, 2021 | **SPECIAL NETWORK NEWS MESSAGE**

Staffing and Compensation Guidance for FY21 Merit Program

The following information provides guidance on staffing and compensation changes in conjunction with the FY21 Merit Program and resources such as reports and sample salary memos. For questions regarding the FY21 Merit Program Guidelines and Merit EIB Template, email budget@tamu.edu. For questions on compensation and staffing changes impacting merit including corrections and rescinds, please contact the following:

- **Texas A&M University**
HROE, Classification and Compensation: (979) 845-4170 or hrcomp@tamu.edu
- **Texas A&M Health HR**
Kim Johnson: (979) 436-9182 or hschr@tamu.edu

Workday Impact Chart for Merit EIB Template Upload

During the warning period, it is strongly recommended that you **do not submit** a compensation or job change action on an employee who is receiving a Merit Raise effective 03/01/2021. If this is done, the action will be overridden by the Merit Raise EIB Template for 03/01/2021. Refer to the chart below for additional information.

You may continue to submit compensation and change job actions that are effective in the month of February if they are completed before **Friday, 02/26/2021**.

Types of Action in Workday	Begins After Merit EIB Upload is Complete and Ends on 03/01/2021 (Warning Period)	After Effective Date 03/01/2021
New Hire	No Impact	No Impact
Termination	No Impact	No Impact
Annual Work Period or Hours	Merit increase take precedence on effective date	No Impact
Promotion to New Position	Merit increase overrides for compensation changes	No Impact
Reclassification in Same Position	Merit increase overrides for compensation changes	No Impact
Move to Different Manager Supervisory Organization	Merit increase overrides for compensation changes	No Impact
Compensation Change Only	Merit increase overrides for compensation changes	No Impact
One-Time Payment	No Impact	No Impact

Promotions (Reclassifications)

Promotion is done by reclassifying the current position of the employee. **Do not enter** any promotion (reclassification) or any other salary increases on the Merit EIB Templates.

For promotions where the **pay rate does not change** (hourly to hourly and salary to salary):

If the employee is getting a Merit Raise (for 09/01/2020) and promotion increase (reclassification effective 03/01/2021)

- Add the Merit Raise on the Merit EIB Template for the employee.
- After the warning period, submit a Change Job action for the promotion to change the employee's title and pay.

OR

- If the department does not want to enter the Merit Raise on the Merit EIB Template, then submit a Request Compensation Change action to add the Merit Raise.
 - Use the reason "Merit Increase, Outside Budget Cycle" so that the request will route to the appropriate approvers in Workday.
 - Provide comments in the Request Compensation Change action that you already have prior approval for the requested Merit Raise. Any adjustments to the previously approved amount will require additional approval which should be noted in the comments section or include approval documentation noting the adjustment. Please include the following in your comments regarding the Merit Raise: Language that indicates that the Merit Raise is for 09/01/2020, percentage increase and new pay rate for the employee. For example, if the employee's base pay was \$20,000 and they received an increase of 2.20% (\$440), their new base pay would be \$20,440.
 - Departments should maintain approval documentation for auditing purposes.
- Submit a Change Job action for the promotion to change the employee's title and pay.

If the employee is only receiving a promotion increase (reclassification effective 03/01/2021) and no Merit Raise

- Submit a Change Job action for the promotion to change the employee's title and pay.

For promotions with a pay rate change (hourly to monthly and monthly to hourly):

If the employee is getting a Merit Raise (for 09/01/2020) and promotion increase (reclassification effective 03/01/2021)

- Do not add the employee on the Merit EIB Template.
- Submit a Request Compensation Change action to add Merit Raise.
 - Use the reason "Merit Increase, Outside Budget Cycle" so that the request will route to the appropriate approvers in Workday.
 - Provide comments in the Request Compensation Change action that you already have prior approval for the requested Merit Raise. Any adjustments to the previously approved amount will require additional approval which should be noted in the comments section or include approval documentation noting the adjustment. Please include the following in your comments regarding the Merit Raise: Language that indicates that the Merit Raise is for 09/01/2020, percentage increase and new pay rate for the employee. For example, if the employee's base pay was \$20,000 and they received an increase of 2.20% (\$440), their new base pay would be \$20,440.
 - Departments should maintain approval documentation for auditing purposes.
- Submit a Change Job action for the promotion to change the employee's title and pay.

If the employee is only receiving a promotion increase and no Merit Raise

- Submit a Change Job action for the promotion to change the employee's title and pay.

One-Time Merit Payment – Outside Budget Cycle

A One-Time Merit Payment is a lump-sum, merit salary payment that is not added to the employee's base salary to recognize meritorious performance that goes beyond expected or required productivity, or exceptional contributions by employees performing special projects of significant importance. Merit salary payments are

subject to the standard payroll deductions. One-time merit payments are not entitlements. Merit information such as eligibility criteria, procedures & recordkeeping, etc. may be found on the [Merit](#) webpage.

Departments should retain approval documentation on file for one-time merit payments outside budget cycle, effective 03/01/2021 that are added to the Merit EIB Template.

Requests for one-time merit payments outside budget cycle, effective 03/01/2021 that are completed manually in Workday will require the following documentation:

- Department will submit a Request One-Time Payment action and will include one of the following approval documentation: [One-Time Merit Payment Approval Form](#) (Preferred form) or [One Time Merit Comment Template](#).
- Use the reason “Merit > Merit Payment – Outside Budget Cycle” so that the request will route to the appropriate approvers in Workday.

Merit Raise – Outside Budget Cycle

A Merit Raise is an increase added to the employee's base salary and is granted to an individual in recognition of meritorious job performance, as recorded in a formal and documented performance appraisal process. Merit information such as eligibility criteria, procedures & recordkeeping, etc. may be found on the [Merit](#) webpage. Requests for Merit Raises for 09/01/2020 must be entered on the Merit EIB Template. Requests for Merit Raises for 03/01/2021 is considered outside budget cycle and cannot not be entered on the Merit EIB Template. This Merit Raise will require the following documentation and Workday process:

- Justification will outline very strong evidence as to why this increase cannot be made during the regular budget cycle. Requests for these increases must be submitted through administrative channels to the appropriate Human Resources unit, and VP or Designee. For non-faculty research positions, the Vice President for Research or designee serves as the approver.
- Department will submit a Request Compensation Change action and attach the approval documentation. Use the reason “Merit Increase, Outside Budget Cycle” so that the request will route to the appropriate approvers in Workday.

Reports

Report Name	Usage
Compensation Changes	Used at different stages of Merit to audit compensation changes within a date range. (Merit Partners, HR Partners and HR Contacts)
In Progress Business Processes Impacting Merit	Used to review employees with a pending job or compensation change. Employees with pending job or compensation changes will not be able to get Merit until those in progress business processes are canceled or finalized. (Merit Partners, HR Partners and HR Contacts)
Pay Calculation Results for a Period*	Used to view payroll results in progress or completed with employee, supervisory organization, compensation, costing allocations and extended cost by TAMUS Cost Center. (HR Contact)

*[Verifying Pay Calculation Results and Special Guidance for Merit Raises and One-Time Merit Payments](#): Provides step by step guidance on how to run the Pay Calculation Results for a Period for a Merit Raise (Regular Salary/Regular Hours) and One-Time Merit Payments. Use this report to verify Merit Raise increases (Regular Salary/Regular Hours) and One-Time Merit Payments to identify any potential errors that need to be fixed.

Salary Memos

HROE advises all departments/units to provide non-faculty employees with an individualized salary memo once pay rates are finalized and confirmed. With the exception of indicating multiple types of increases (when applicable) and adding in comments of appreciation, HROE advises against departments/units making other changes to the language in these templates. Departments/units that have already developed their own salary memos, may continue to use their salary memo in lieu of the sample salary memos provided below.

[Sample Salary Memos](#)



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 979.845.4141 | [Who to Contact in HROE?](#)

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons

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