



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 9, 2018

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY18-50

Distributed via Campus Announcements

TO: President Simmons, Vice Presidents, Deans, Department Heads and Directors

FROM: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

RE: Merit Process Guidelines

As part of the FY2019 PVAMU operating budget, the Board of Regents approved a 3.0% merit pool for FY2019 effective September 1, 2018. For meritorious non-exempt staff employees, the increase will be reflected on the September 14, 2018 pay check. For meritorious faculty and exempt staff employees, the increase will be reflected on the October 1, 2018 paycheck.

Both faculty and staff employees who: 1) are in benefits-eligible positions, 2) are employed as of March 1, 2018, 3) remain on the payroll as of September 1, 2018, and 4) meet the criteria listed below, are eligible to participate in the merit program.

- Have exemplary performance, as evidenced by an exceeds expectations or significantly exceeds expectations overall rating on current performance evaluation;
- Have been employed for a minimum of the previous six continuous months;
- Are current on all required mandatory trainings;
- Are clear of any indebtedness to the University; and
- Have not received a merit salary increase in the last six months.

NOTE: Non-tenured and non-tenure track faculty with a 100% work effort and a 9-month appointment are eligible to participate in the merit program. Meritorious faculty in this category who earn \leq \$25,000 over their nine-month appointment will receive a \$750 minimum merit increase. Meritorious staff members who earn \leq \$33,333 will receive a \$1,000 minimum merit increase.

The following employees are not eligible to participate in the merit program:

- Hired after March 1, 2018;
- Not in a benefits-eligible position;
- Received a merit salary increase within the last six months;

PVAMU Cooperative Extension Agents are not a part of this merit program as they participate in the same merit program awarded under Texas A&M AgriLife Extension Service.

Merit Pool Recommendations:

Similar to the process used in previous years, Deans, Department Heads and Directors will make recommendations for 2.5% of the 3.0% pool. The remaining 0.5% will be held for allocation at the president/vice president level. Deans, Department Heads and Directors should feel free to provide written commentary regarding the 0.5% to their respective vice president. Employees who receive the minimum stated \$750 (faculty) or \$1000 (staff) merit increase may be considered for a further increase if their performance so warrants. Such increase should be entered as an additional allocation on the applicable merit increase form along with the justification for the recommendation. The permitted merit increase award range is 0.5% to 6%. Faculty pool funds should not be mixed with staff pool funds or vice versa.

Processing the Merit Increases:

Merit increases for FY2019 will be processed in Workday. The Budget Office will work with the Vice Presidents' office to complete the merit process. Additional guidance for timelines, merit pool recommendations and entry of merit awards into Workday will be provided by the Budget Office.

In Progress ("In Flight") actions in Workday:

All "in flight" actions such as Change Job, Compensation Changes and Edit Position Restrictions for existing employees included in the merit process must be finalized by July 13, 2018 in Workday. This includes any costing allocations associated with the action as well. System-generated notifications from Workday will be sent to remind approvers that there are "*in progress*" or "*in flight*" actions for employees that will need to be completed before the merit process is launched on July 16, 2018. Immediate action will be required from departments when the notification is received as Workday does not send multiple notifications. Simultaneous actions for Change Job, Compensation Changes, etc. may not be in flight while the merit process is in progress via Workday.

There are some exceptions that may occur requiring a transaction to be completed on an employee while the merit process is in progress in Workday. If an action is required for an employee who is included in the merit process, please email hrteam@pvamu.edu with the details.

Questions about the merit process guidelines should be directed to hrteam@pvamu.edu. Questions related to performance evaluations should be directed to trainingteam@pvamu.edu. Question related to the merit pool and funding may be directed to budgets@pvamu.edu.

xc: Radhika Ayyar, Associate Vice President for Human Resources
Dianne Evans, Director, Budgets