

July 13, 2007

MEMORANDUM

TO: Administrative Support Personnel

FROM: Priscilla Cantu, Director, Systems Control

RE: General Adjustment Worksheet Instructions for Classified Staff

This memorandum provides instructions for verifying the July 1, 2007 General Adjustment Worksheets, and the process for funding state and locally allocated permanent lines for individuals on unpaid leaves and temporary/special assignments. Guidelines for the adjustment are outlined in the Salary Adjustment Information/Guidelines available at:

http://www.hr.arizona.edu/04_cb/comp/SalAdjGuidelines.pdf

GENERAL INSTRUCTIONS

The worksheets:

- are due to Systems Control by Thursday, August 2, 2007,
- list individuals who are scheduled to receive the General Adjustment, and
- are available on the Financial Services Office (FSO) Information Services Web (ISW). (Accessing the Worksheets section below.)

THE COLLEGE/UNIT ROLE

- print the worksheets,
- verify them for accuracy,
- add eligible employees who did not print,
- document deferrals and employees excluded as a result of alternative salary adjustment programs or less than satisfactory performance,
- obtain department administrator's and/or college signature(s), and
- return **ALL** the worksheets to Systems Control including those without changes.

(See Deferrals and Eligible Employees Not Listed on Worksheets sections below.)

ELIGIBILITY CRITERIA

- Classified Staff excluding Extended Temporary Employees (ETEs),
- on the payroll in a benefits eligible position as of January 2, 2007, and
- the employee's performance is not less than satisfactory.

TIMELINE

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|---|-----------|-----------------|
| • Worksheets available in ISW | Friday | July 20, 2007 |
| • Worksheets due to Systems Control | Thursday | August 2, 2007 |
| • Increases available for final review in PSOS & ISW | Wednesday | August 8, 2007 |
| • Deadline to contact Systems Control for corrections | Thursday | August 9, 2007 |
| • Effective date of General Adjustment | Sunday | July 1, 2007 |
| • First paycheck reflecting new rates | Friday | August 17, 2007 |

ELIGIBLE EMPLOYEES NOT LISTED ON WORKSHEETS

The process for employees who meet the eligibility criteria, but who do not appear on the printed worksheets is as follows:

add the employee/position information on the worksheets, and

- obtain the department administrator's and/or College signature.

DEFERRALS

To temporarily defer increases for positions funded by grant/contract and auxiliary/sales and service accounts:

- line through the General Adjustment amount listed for the individual whose funding cannot support the increase ,
- write 'insufficient funding' next to the individual's name and write the projected date the increase will be awarded on the right side of the worksheet, and
- obtain the department administrator's and/or College signatures.

LESS THAN SATISFACTORY PERFORMANCE

To exclude individuals whose performance is less than satisfactory:

- line through the General Adjustment amount listed for the individual(s), and
- write 'Unsatisfactory Perform' next to the individual's name, and
- obtain the department administrator's and/or college signature(s).

TEMPORARY/SPECIAL ASSIGNMENTS

To increase the permanent lines for eligible employees on temporary or special assignments who are funded from state and locally allocated accounts:

- submit a Request for Budget Change (RBC) to Systems Control no later than August 2, 2007 to ensure the funding is in place when the individual returns to his/her permanently funded position.

UNPAID LEAVES

To increase the permanent lines for eligible employees on an unpaid leave of absence on July 1, 2007:

- submit a Request for Budget Change (RBC) to Systems Control no later than August 2, 2007 to ensure the funding is in place when the individual returns to his/her permanently funded position.

FUNDING CHANGES

To change account information for grant, contract and auxiliary sales and service accounts that printed on the worksheets:

- complete a PAF and PCF for the individual receiving the increase,
 - adjust the salary on the PAF to include the General Adjustment, and
 - restate the funding on the PCF,
- line through the General Adjustment amount on the worksheet, write 'PAF' next to the individual's name, and
- attach the signed PAF/PCF document set to the worksheets.

Note: Funding changes to increase state or other budget style accounts are not allowed as part of this process.

ACCESSING THE WORKSHEETS

The worksheets will be available on the ISW website and may be accessed at: <https://www.fso.arizona.edu/isw/>

- click on Electronic Reports,
- click on the Departmental Payroll Administration folder, and
- print and review the following files:
 - General Adjust - Salary
 - General Adjust - Wages

(Note: if your unit does not have benefits eligible WAGE employees, you will not find WAGE worksheet files for your unit in ISW.)

RETURN **ALL** WORKSHEETS INCLUDING THOSE WITHOUT CHANGES TO:

- Systems Control
- USB, Rm. 401
- PO Box 210158

If you have any questions, call Systems Control 621-3664.