

# UWSHR: Craftworker Pay Plan (clarification)

- Calculation = Hours worked x Pay Rate Increase:
  - 01/06/2019 – 02/01/2020 at a rate of 2.13%
  - 01/05/2020 – 02/01/2020 at a rate of 2.44%
- **Total Increase: 4.62%**
- Contacts
  - For Pay Plan/Compensation Plan questions:
    - Contact UW System HR: [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu)
  - For HRS questions:
    - Contact your Affinity Group

# HR: FY21 2% Pay Plan Implementation (Effective 1/1/21) - Proposed

- The Compensation Administration Tool (CAT) is a tool within HRS used by campuses to manage compensation and funding changes during the budgeting cycle. Once the budget is finalized, compensation and funding data is transferred to HRS. Historically, pay plan has been effective at the beginning of the fiscal year. While campuses were working to build their budget for that fiscal year, they were able to use their budget population to apply pay plan by person. However, the last two pay plans and the upcoming pay plan for FY21 have had mid-year effective dates. Building pay plan in the budget by person poses a problem for campuses when their budget is due April but pay plan is not effective until January 1<sup>st</sup>. Shared Services, UW System Human Resources and the Budget Office propose the following solution:

# HR: FY21 Pay Plan Implementation (Proposed)

- CAT will be used for budgeting base salaries, FTE and funding but not for implementing pay plan by person. All non-pay plan compensation adjustments and funding should be built into the budget using the CAT.
- Shared Services will provide an excel file to campuses in November containing all active employees as of an agreed upon date. Campuses will enter the pay plan change amount by person and return file to Shared Services. Shared Services will load file into HRS. More detailed information will be provided by the Shared Services closer to November.
- Institutions will be responsible for balancing salary budgets in total to the allocated amount.
- Institutions should keep a record of pay plan distribution by person and ensure that the total distribution equals the percent of pay plan (2% for FY21).