



## Calculating 2018-2019 Pay Plan Amounts

Employees will be receiving a 4.04% pay plan adjustment in two phases. The effective dates and the calculations of the amounts will vary based upon the employee's Pay Basis:

|          |                                                                                    |
|----------|------------------------------------------------------------------------------------|
| Phase 1: | H basis: June 24, 2018<br>A basis: July 1, 2018<br>C basis: August 20, 2018        |
| Phase 2: | H basis: December 23, 2018<br>A basis: January 1, 2019<br>C basis: January 3, 2019 |

Below please find information on how pay plan adjustment amounts have been calculated and will be distributed across the two phases.

Please note when multiple adjustments are effective on the same day, adjustments will be applied in the following order:

1. Reclassification or title change due to promotion
2. Permanent or temporary change in duties\*

\*Temporary change in duties may also be applied after a pay plan is awarded, prior to pay upon appointment. Divisions should be consistent in their application of applying temporary base adjustments before or after pay plan increases.

3. Equity (including special programs)
4. Market (including faculty-specific programs)
5. Performance
6. Raise to campus minimum
7. Pay plan
8. Pay upon appointment



## H-Basis

Phase 1 Effective Date: June 24, 2018

Phase 2 Effective Date: December 23, 2018

### Calculating 4.04% Pay Plan Adjustments

| <b>STEP</b> | <b>ACTION</b>                                                                       | <b>EXAMPLE</b> | <b>NOTES</b>                                                                                 |
|-------------|-------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------|
| <b>1</b>    | Identify rate on 6/24/18                                                            | \$18.00        |                                                                                              |
| <b>2</b>    | Multiply rate times 4.04%                                                           | \$0.7272       |                                                                                              |
| <b>3</b>    | Round amount in Step 2 to two decimal places using <b>Typical rounding rules</b> *1 | \$0.73         | This is the total amount of the pay plan adjustment that will be awarded over the two phases |
| <b>4</b>    | Multiply amount in Step 3 by 49%                                                    | \$0.3577       |                                                                                              |
| <b>5</b>    | Round amount in Step 4 to two decimal places using <b>HRS rounding rules</b> *2     | \$0.36         | This is the amount that will be awarded in Phase 1, effective 6/24/18                        |
| <b>6</b>    | Subtract the amount in Step 5 from the amount in Step 3                             | \$0.37         | This is the amount that will be awarded in Phase 2, effective 12/23/18                       |

\*1 Typical Rounding Rules: Review the third number after the decimal. If the third number after the decimal is less than 5, round down. If greater than or equal to 5, round up.

\*2 HRS Rounding Rules: Review the third number after the decimal. If the third number after the decimal is equal to 0, do not change the second number after the decimal. If greater than or equal to 1, round up.



## A-Basis

Phase 1 Effective Date: July 1, 2018

Phase 2 Effective Date: January 1, 2019

### Calculating 4.04% Pay Plan Adjustments

| STEP | ACTION                                                                                             | EXAMPLE   | NOTES                                                                                        |
|------|----------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------|
| 1    | Identify rate on 7/1/18                                                                            | \$42,000  |                                                                                              |
| 2    | Multiply rate times 4.04%                                                                          | \$1696.80 |                                                                                              |
| 3    | Round amount in Step 2 to a whole dollar amount using <b>Typical rounding rules</b> * <sup>1</sup> | \$1697    | This is the total amount of the pay plan adjustment that will be awarded over the two phases |
| 4    | Multiply amount in Step 3 by 49%                                                                   | \$831.53  |                                                                                              |
| 5    | Round amount in Step 4 to a whole dollar amount using <b>HRS rounding rules</b> * <sup>2</sup>     | \$832     | This is the amount that will be awarded in Phase 1, effective 7/1/18                         |
| 6    | Subtract the amount in Step 5 from the amount in Step 3                                            | \$865     | This is the amount that will be awarded in Phase 2, effective 1/1/19                         |

\*<sup>1</sup>Typical Rounding Rules: Review the first number after the decimal. If the first number after the decimal is less than 5, round down. If greater than or equal to 5, round up.

\*<sup>2</sup>HRS Rounding Rules: Review the first number after the decimal. If the first number after the decimal is equal to 0, do not change the dollar amount. If greater than or equal to 1, round up to the next whole dollar amount.



## C-Basis

Phase 1 Effective Date: August 20, 2018

Phase 2 Effective Date: January 3, 2019

### Calculating 4.04% Pay Plan Adjustments

| STEP | ACTION                                                                                             | EXAMPLE   | NOTES                                                                                        |
|------|----------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------|
| 1    | Identify rate on 8/20/18                                                                           | \$42,000  |                                                                                              |
| 2    | Multiply rate times 4.04%                                                                          | \$1696.80 |                                                                                              |
| 3    | Round amount in Step 2 to a whole dollar amount using <b>typical rounding rules</b> * <sup>1</sup> | \$1697    | This is the total amount of the pay plan adjustment that will be awarded over the two phases |
| 4    | Multiply amount in Step 3 by 49%                                                                   | \$831.53  |                                                                                              |
| 5    | Round amount in Step 4 to a whole dollar amount using <b>HRS rounding rules</b> * <sup>2</sup>     | \$832     | This is the amount that will be awarded in Phase 1, effective 8/20/18                        |
| 6    | Subtract the amount in Step 5 from the amount in Step 3                                            | \$865     | This is the amount that will be awarded in Phase 2, effective 1/3/19                         |

\*<sup>1</sup>Typical Rounding Rules: Review the first number after the decimal. If the first number after the decimal is less than 5, round down. If greater than or equal to 5, round up.

\*<sup>2</sup>HRS Rounding Rules: Review the first number after the decimal. If the first number after the decimal is equal to 0, do not change the dollar amount. If greater than or equal to 1, round up to the next whole dollar amount.

