

## 2024 FAQs for Department Administrators

### 1. What is the effective date of the 4.2% salary increase for non-represented employees?

Salary increases are effective July 1, 2024 for monthly paid employees and June 23, 2024 for bi-weekly paid employees.

### 2. When will salary adjustments begin to be paid out?

Salary increases will begin to be paid out on August 1, 2024 for monthly paid employees and July 17, 2024 for bi-weekly paid employees.

### 3. How will the salary increases be implemented?

The 4.2% salary increases will be processed centrally by UCI HR People Services. UCI HR Total Rewards will send preliminary eligibility files to Local HR at campus and Central HR Offices on **June 11** (using **June 7** "pull date") with instructions on how to review and return final files to People Services. People Services will submit final mass update spreadsheet to the UCPath Center by **June 18**.

### 4. Who is considered a "career" employee?

PPSM policy covered employees with an empl class *career* and *partial-year career* (empl class codes 2 and 7) are considered "career" employees.

### 5. How will contract (empl class code 1) employees who are eligible for a salary increase be processed?

Non-represented contract employees will be included in the central implementation unless an employee's employment contract **does not** include the statement, "*Any changes in your salary shall be in accordance with Personnel Policies for Staff Members (PPSM) 30: Compensation.*" Local HR at campus and Central HR Offices will indicate which contract employees, if any, are not eligible for the salary increase via the preliminary eligibility file. See Q3 for additional information regarding eligibility files.

Job End Date extensions for contract employees must be completed in UCPath by **June 18**.

If departments want to give salary increases to employees whose employment contracts do NOT include the above referenced language regarding PPSM 30, they may do so as a regular salary increase and execute an amendment to the agreement (this is not a renegotiation or executing a full agreement; just an amendment). Departments will be responsible for entering these increases into UCPath.

### 6. Are employees on leave status eligible for a salary increase?

Yes, assuming they meet all other eligibility criteria, increases for employees on leave status will be processed centrally. However, there may be special circumstances in which the department is asked to process the increase.

## 2024 FAQs for Department Administrators

**7. Will there be a moratorium, or “freeze”, on UCPATH transactions?**

Yes, UCPATH will be "frozen" July 2 to July 5 for biweekly paid and July 18 to July 22 for monthly paid while the system implementation process is completed.

**8. If appointment changes are entered with a retroactive date prior to July 1, will the salaries be recalculated centrally or by the departments?**

The departments will recalculate the salaries when they enter the changes into UCPATH.

**9. Do stipends that are calculated as a percentage of salary rather than as a fixed dollar (e.g., employee receives 5% of salary rather than \$200/month) have to be recalculated if the salary is adjusted?**

Yes, percentage-based stipends must be recalculated when the salary is adjusted. After the salary increases are downloaded, departments will be responsible for recalculating and entering stipends into UCPATH.

**10. Will the pay ranges be adjusted on or before July 1, 2024?**

Not in the traditional sense. Per the California State Auditor’s Office, the UC Career Tracks salary range spreads (difference between salary range minimums and maximums) are too wide and must be reduced by roughly 40% to 50%. UCI will meet the State Auditor’s requirement by increasing the range minimums and midpoints and leaving the maximums unchanged until the required range spread requirements are met. Once approved, the new salary structure for FY 2024-25 will be communicated and posted on the Career Tracks web site at <https://hr.uci.edu/partnership/careertracks/>.

**11. If the salary range minimums are adjusted, how will salaries that fall below the new range minimums be processed?**

The adjustment of salaries that fall below the new minimums will be processed centrally by UCI HR People Services.

**12. What if an employee’s salary is at or near pay range maximum?**

If an employee with a salary at or near pay range maximum receives an ATB adjustment, his/her salary will be increased to no higher than the pay range maximum and then the portion of the increase that exceeds pay range maximum will be paid out as a one-time lump sum non-base building (will not be added to base salary) payment pending UCOP approval.

## 2024 FAQs for Department Administrators

### 13. What is the order of salary adjustments that have the same effective date?

Under PPSM policy, if more than one salary action takes place on the same date, applicable actions will occur in the following order:

1. Merit increase or ATB adjustments
2. Individual salary action resulting from promotion, reclassification, lateral transfer, demotion or equity increase
3. Salary range adjustment

Please be sure to hold updating UCPATH for any pay changes mentioned in #2 above that are effective 6/23/24 (biweekly) or 7/1/24 (monthly) until after the general salary increases are processed so that the employee's adjustment will not "error out" during the mass upload of general salary increases.

### 14. If an individual salary action mentioned in Question 13 is entered before the 4.2% ATB increase (both effective July 1) and "errors out", will the salaries be recalculated centrally or by the departments?

The departments will have to process the 4.2% ATB increase manually and then reenter the subsequent salary adjustment(s).

### 15. An employee is promoted or reclassified from a represented position (covered by the bargaining unit contract) into a non-represented PPSM position on or after January 1, 2024, and received a promotional/reclassification salary increase. Is this employee eligible to receive the 4.2% ATB increase?

Yes, if the employee meets the eligibility criteria which can be found at <https://www.hr.uci.edu/partnership/merit/salary-increase-2023.php>

### 16. Will UCI HR provide employee notification letters?

Employees may access UCPATH to view their new salaries. Local HR at campus and Central HR Offices that wish to provide individualized communication to employees may use notification letter templates posted on the 2024 Salary Increase web site starting on **June 17**: <https://www.hr.uci.edu/partnership/merit/salary-increase-2024.php>.

### 17. Should employees who have separated from the University on or after the effective date of the program, but before the payout date, receive the increase?

No, employees must be on active status (or on approved leave) on the applicable payout date to be eligible for the salary increase. Departments will manually reverse the increases that have been downloaded into UCPATH for separated employees and recalculate final paychecks. If you have questions, contact the Employee Experience Center team: (949) 824-0500 M.-F. 8:30-5:00 or 24/7 at [EEC.hr.UCI.edu](mailto:EEC.hr.UCI.edu).

## 2024 FAQs for Department Administrators

**18. An employee recently transferred from a limited appointment to career appointment. Are they eligible to receive the salary increase?**

It depends. Assuming that the eligibility criteria is met, then, yes, the employee is eligible. The department will need to determine the employee's probationary end date by using the Probation/Merit Date Calculator: [edocs.oit.uci.edu/hris/merit.aspx](https://edocs.oit.uci.edu/hris/merit.aspx).

**19. What if an employee transferred from another UC location after January 1, 2024, but meets all of the other eligibility criteria?**

Employees who transfer from another UC location are eligible to receive the increase as long as their date of hire with UC was on or before January 1, 2024, there was no break in service, and the employee meets all other eligibility requirements.

**20. Is a career employee who goes below .50 FTE still eligible for a salary increase?**

No. Once a career employee drops below a .50 FTE, the appointment status changes to Limited (appointment type 3). If this occurs before July 1, 2024, the employee is no longer eligible for an increase. Departments will manually reverse increases that have been downloaded into UCPATH for employees who convert to Limited appointments and recalculate final paychecks. If you have questions, contact the Employee Experience Center team: (949) 824-0500 M.-F. 8:30-5:00 or 24/7 at [EEC.hr.UCI.edu](mailto:EEC.hr.UCI.edu).

**21. If an employee received an increase due to SB 525 in June 2024, will that impact the 4.2% general salary increase in July 2024?**

As directed by UC Office of the President, non-represented employees who received a salary increase of 4.2% or greater as a result of SB 525 will not receive the general increase. Employees who received a salary increase of less than 4.2% as a result of SB 525 will receive the difference between 4.2% and the SB 525 percentage increase they received. This includes compression salary increases as a direct result of SB 525 increases for supervisor's direct reports, if any. See examples below:

- Example #1: Employee's current rate is \$21.00/hour and is increased by 9.5% to \$23.00/hour due to SB 525. The employee will not receive the non-represented general increase.
- Example #2: Employee's current rate is \$22.50/hour and is increased by 2.2% to \$23.00/hour due to SB 525. The employee will receive 2.0% for the non-represented general increase.
- Example #3: Employee's current annual rate is \$70,000 and is increased by 2.5% to \$71,760 due to SB 525's exemption threshold. The employee will receive 1.7% for the non-represented general increase.
- Example #4: Supervisor's salary is increased as a result of compressions due to their direct report's 9.5% increase to the SB 525 minimum wage. The supervisor's increase due to compression was 6.5%. The supervisor will not receive the non-represented general increase.

For more information regarding SB 525, visit <https://www.hr.uci.edu/partnership/totalrewards/files/SB-525-FAQs.pdf>.



## 2024 FAQs for Department Administrators

### Questions

For more information regarding the 2024 4.2% general salary increase for non-represented employees, visit <https://www.hr.uci.edu/partnership/merit/salary-increase-2024.php>.

For questions or concerns, please contact your HR Business Partner or the Employee Experience Center (EEC) at [eec@uci.edu](mailto:eec@uci.edu) or 949.824.0500, Monday – Friday, 8:30 a.m - 5:00 p.m.