

**From:** Finne, Kimberlee

**Sent:** Tuesday, June 03, 2014 3:21 PM

**To:** HR Newsletter Distribution

**Cc:** Atkinson, Janet; Sugg, Amanda; Grove, Paul A; Cavenor, Patricia L; Harmon, Susan L

**Subject:** HR/SAP Fiscal Year Update - Previously Known as July Load

### **July Load**

Over the last few fiscal years, many of you have requested that the budget system information that was entered in Feb & March not be included in the traditional July Load due to changes or other circumstances.

We have also seen an increase in changes in SAP when we did enter this information.

So it has been determined that we will not be downloading any employee information from the budget system this month, including funding distribution. If changes are needed, please proceed with the normal process.

Other Important Information:

### **2014 Fiscal Year End**

- The last bi-weekly paycheck will be sent to the banks on June 27, 2014
- The last monthly paycheck will be sent to the banks on June 30, 2014
- Employee records will be locked for FY14 changes July 7, 2014 at noon for bi-weekly and on July 18, 2014 at noon for monthly paid employees

### **2015 Fiscal Year Start Dates**

- The new Fiscal Year for bi-weekly paid employees will start on June 22, 2014
- The new Fiscal Year for monthly paid employees will start on July 1, 2014

### **Salary Guidelines**

We have updated the salary guidelines for Fiscal Year 2015. They are location on the Manager's Information Page on our website at <http://hr.uams.edu/managers/> :

Executive Summary of the Changes:

- Changing the name from Salary Guidelines to Salary Policies
- Reorganized the document by subject vs classification
- Shift Differentials for classified has changed effective 7/1/14
  - 6% - For scheduled shifts starting at noon and ending before 8 am
  - 10% - For scheduled shifts starting after 2:30 and ending before 8am
  - 0% for all other shifts
- Salary approvals
  - All non-faculty and non-cabinet level salaries must be approved by OHR Compensation prior to offer
  - The Workforce Management Committee will no longer review salary request
  - Reclassification and Promotions will include review of equity to replicate the review of new hires/rehire process
- Added Interim Duty pay may not overlap with previous employee salary

### **Other Updates**

We will be conducting some maintenance to some of our temporary staff. We will be correcting some position information on the pay screen including the PS Group and PS Area. This may involve creating a new organizational assignment and basic pay screen on the FY 15 effective date. However this will not affect salary or other information. These changes are planned to run the weekend of June 21-22.

Please let me know if you have any questions.

Thanks,

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