Faculty Compensation Guidelines:  
Annual Pay Increase/Review Process

Effective Dates

Dates entered in Kuali Budget Construction (KBC) will be uploaded into Workday. The effective compensation plan start and end dates for regular fiscal year pay increases for continuing employees are as follows, by pay cycle:

• Biweekly – June 18, 2015 to June 29, 2016
• Monthly – varying dates

Procedure

The Senior Business Officer (SBO) or designee must enter all proposed FY2015-16 salaries and wages into KBC, based on contracts previously approved and entered in the Faculty Contract System, no later than May 22 (or earlier deadline as determined by the department comptroller). If a department does not use KBC, the SBO must enter salaries or wages directly into Workday. Salaries and wages entered into the Faculty Contract System and later into KBC will transfer directly into Workday with no additional business processes required.

Departments may call the HR Service Center for help with mass salary and wage rate changes (e.g., for part time lecturers, etc.) or other high-volume transactions.

KBC and Workday teams perform validation and audit reviews to ensure data entered into KBC is uploaded correctly into Workday (i.e., totals are correct, appropriate codes are used, salaries match contract information entered in the Faculty Contract System). They do not evaluate appropriateness of the increases, but ensure the process is properly completed.

Pay increases for faculty who have elected to spread their pay and whose source of pay includes sponsored research funding require special handling. HR Partners and/or HR/Payroll Analysts will adjust the records in Workday ensure appropriate handling of earned vs. paid calculations.

Once the data is in Workday with appropriate reason codes as used in KBC, our Workday HR Information Systems (HRIS) team conducts additional validation and audit reviews. You can view the updates made by HRIS – these are labeled “Compensation Plan Transactions”.

Workday populates compensation and cost allocation fields, which triggers a business process specifically designed for annual compensation increases entered via KBC.