



August 20, 2018

TO: Texas A&M AgriLife Unit Heads, All Business Contacts
SUBJECT: Compensation Changes for staff/faculty, Allowances, Additional Jobs

Compensation Changes

Faculty and staff who were in the merit process have compensation changes that will be effective September 1. Therefore, any other **compensation changes for that group of employees should not be submitted nor be effective dated until September 2 or after**. A change only to Academic Pay Period or Scheduled Hours should not have an impact on per month or per hour rates and should be able to process. Terminations and Transfers should be able to proceed during this time.

The following were not included in the merit process and actions may be processed as usual:

- Temp/Casual
- Student
- Graduate Assistants
- New Hires

Allowances

- Allowances may be added with an effective date of September 2. Because there is no proration on an allowance the date will not affect the total payment.
- Salary Enhancement Program (SEP) Allowances:

SEP in FY 18 but NOT in FY 19:

We have handled these centrally to add an end date of 8/31/18. No further action is required by the unit.

SEP in FY 18 and continuing in FY 19:

Initiate process between September 2 and 14 and enter effective date of September 2. See page 1 of attached document.

- Request compensation change if needed to (1) edit the amount and/or (2) remove *actual end date* of 8/31/18 if it was entered.
- Assign Costing Allocation to change the account if needed. If Requesting Compensation change to edit amount and/or remove end date, you will receive a "To Do" step to Assign Costing Allocation.

No SEP in FY 18 but adding for FY 19:

Initiate process between September 2 and 14 and enter effective date of September 2. See page 2 of attached document.

- Request Compensation Change to add allowance.
- Complete "To Do" step to Assign Costing Allocation.

Additional Jobs

If an additional job was added for faculty or graduate assistants to work all or a portion of the summer months, please remember to **End Additional Job** if there is no expectation the employee will be in that job again next year. *If the Additional Job is not ended, the faculty or graduate assistant will begin getting paid during that disbursement plan next year.* The report "Workers with Additional Jobs" will be helpful.

For questions, please contact: HR Generalist