The Process: The FY 2016 Merit Award process will begin Wednesday April 22, 2015. The following information and the document Guidelines for Awarding FY 2016 Salary Increases are provided to guide you through the process, which will be slightly different this year due to the ongoing Legislative session and the implementation of the new Budget Planning Module.

The Pool: The merit pool for FY 2016 is three percent (3%). A campus group’s pool is based on the salaries for all budgeted positions, not including vacancies, as of March 1, 2015. The University will centrally fund the merit and related benefits pools for Core funds (state, designated tuition, and mandatory fees). For all other funds, no centrally-funded additional budget will be provided; merit amounts must be funded within the fund’s current budget.

The salaries of employees who are a direct report of executive management were not included in the calculation of the campus group’s merit allocations. The merit pools for these employees are distributed in separate administrative pools. Merit awards for these employees will be handled by the Budget Office.

Eligibility: Merit increases awarded during the Budget Development period will be effective September 1, 2015. Merit may be awarded to employees employed in their current job as of March 1, 2015 and if an employee’s last salary increase (excluding increases due to a reclassification) was effective March 1, 2015 or earlier.

Please refer to the University of Texas at Dallas Compensation Standards & Practices guide available at the following URL: http://www.utdallas.edu/hr/compensation/standards/ for complete information on eligibility and award guidelines. As a reminder, merit is awarded to an employee and not to a position.

Awarding Merit: Merit will be awarded using the data within the Payroll tab of the Budget Planning Module (BPM). A merit pool has been allocated for each Core fund. The total Core merit amount is identified on the Allocated line in the Core Merit box. The Non-Core merit allocation amount is informational only and can be used as a guideline for distribution. Salary increases for employees in Non-Core cost centers, including merit, are self-funded.

Merit can be added as a dollar amount (ex. $500 in the Merit column), or as a specific percent increase (X.XX in the Merit Increase Percent column). Enter merit adjustments in either column. The default merit percentage also may be applied to each position by selecting the Apply Default Merit to Campus Group button. Please use the Apply Default Merit option carefully as this process will override any information you may have already entered and cannot be changed back once selected.

If an employee’s salary is split between two or more cost centers, please ensure that the merit percentages being awarded in each cost center are the same. Coordination between departments will be
needed if an employee’s salary is split with another campus group. For example, if an employee’s funding is split between two departments, the employee’s total merit should equal the increase from Department A plus the increase from Department B, and the total FY 2016 annual rate at 100% will be the same for both departments.

The Unassigned amounts within the Core and Non-Core Merit boxes represent the amount of the merit pools remaining to be distributed.

The Budget Year Salary Increase column is automatically updated and includes adjustments from all sources – pay plan, merit, exceptional merit, promotion, and market/equity adjustments.

**Other adjustments:** Any FY 2016 salary increases for equity, exceptional performance, promotion, and/or market adjustments will require a written justification submitted to the Provost or President. Please refer to the document *Guidelines for Awarding FY 2016 Salary Increases* for specific information on other salary adjustments. Upon authorized approval, the Budget Office will enter all approved adjustments into the workbook and make any necessary adjustments to allocations, with the following exception. Requests for one time merit payments should be budgeted in Unallocated - Account Code A6989 on the Budget FY - Op sub-tab under the Core/Non-Core tab. Please attach the request on File Attachments tab.

**Merit Completion:** The merit allocation process should be completed no later than **Wednesday, May 6, 2015**.

Once all of the work on merit is complete, the worksheet must be reviewed by the Campus Group Administrator (appropriate dean, director, or vice president). Merit submission will occur simultaneously with the submission of the budget through the Budget Planning Module.

For more details, please see pages 23-24 in the FY 2016 Budget Planning Module Training Guide. If you have any questions or need assistance, please contact:

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