

# 2023-24 Staff Merit Process

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FINANCE INFORMATION TECHNOLOGY

April 11, 2023

# AGENDA

- Highlights of the Staff adjustment process
- Timeline for 2023
- StaffSal demo
- Questions

# Staff Merit Memo

- The memo from Bryan Garey and Tim Hodge which provides detailed instructions for the staff merit process was distributed via email on March 23, 2023.
- Memo is posted on OBFP website:

[https://www.obfp.vt.edu/content/dam/obfp\\_vt\\_edu/23-24-staff-merit-memo.pdf](https://www.obfp.vt.edu/content/dam/obfp_vt_edu/23-24-staff-merit-memo.pdf)

- If you need a copy of this memo, contact Tori Williams at [toriw75@vt.edu](mailto:toriw75@vt.edu)

# Merit Adjustment Process Highlights

- Merit program is subject to General Assembly Approval
- State budget not yet finalized; program parameters could be changed.
- For planning purposes, university will move forward with parameters adopted by the 2022 General Assembly:
  - **University Staff** program has two components:
    - A base increase of 3.0%
    - A merit pool of 2.0%
- **Classified Staff** will receive a 5.0% base increase (positions governed by the state)

# Merit Adjustment Highlights

- Performance evaluation ratings should serve as a reference:
  - Unacceptable - Not eligible
  - Developing: 0% merit, 3.0% overall
  - Strong: 0.0% - 2.0% merit, 3.0% -5.0% overall
  - Model: 2.0% - 4.0% merit, 5.0%- 7.0% overall
- Units are responsible for applying merit increases in a fair and consistent manner.

# Merit Adjustment Process Flow



# TIMELINE

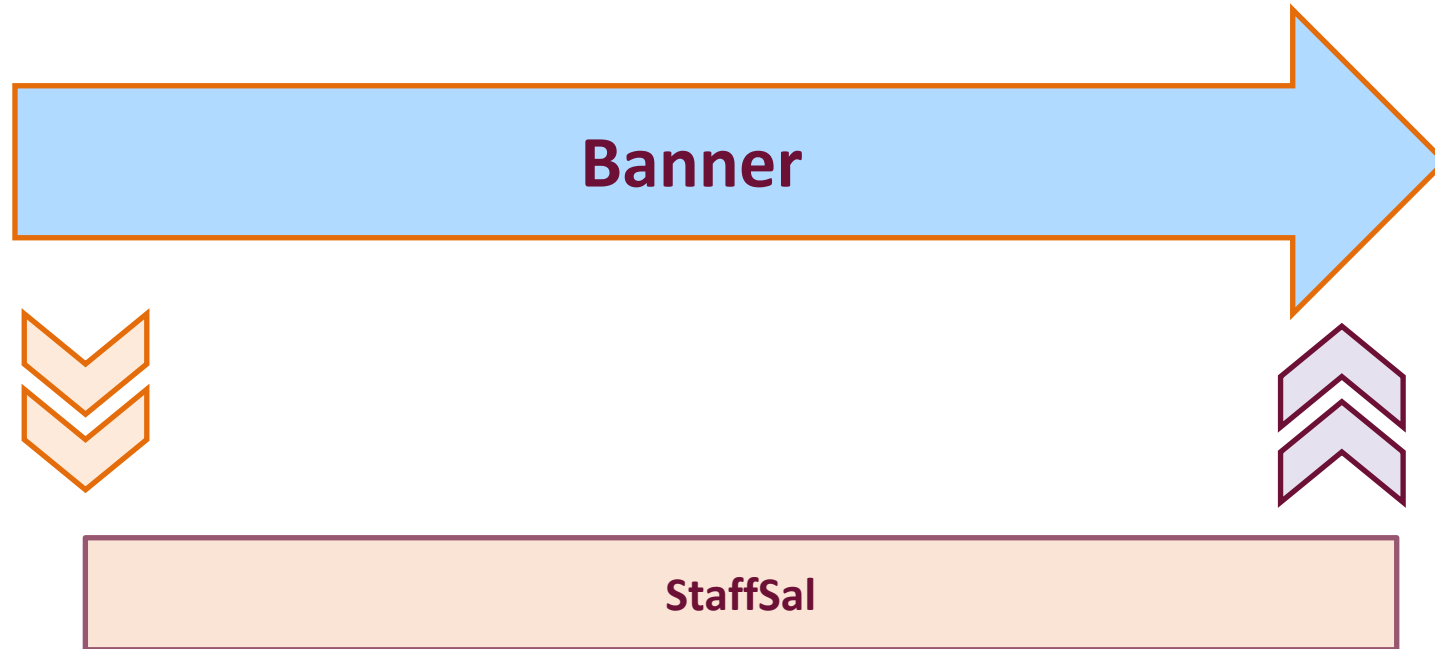
- |                  |                                                          |
|------------------|----------------------------------------------------------|
| <b>April 11</b>  | StaffSal system is available                             |
| <b>May 1</b>     | Deadline for submission of proposed increases            |
| <b>Early May</b> | Budget office produces summary reports for Leadership    |
| <b>May 9</b>     | Board of Visitors report deadline                        |
| <b>June 9</b>    | Senior Management areas notified of program approval     |
| <b>June 9</b>    | Department Heads begin to notify staff of salary changes |
| <b>June 10</b>   | Staff Merit actions applied (7/1 paycheck)               |

# What is StaffSal?

- StaffSal is separate from Banner
- A web application that models the faculty merit increase recommendation process.
- No changes have been made to the system that was used in previous cycles.
- Link: <https://www.apps.vpfin.vt.edu/staffsal>



# StaffSal Starts and Ends with Banner



# Important Ideas to Remember

## Verify your data!

- Early on in the process please verify that all people in your unit appear in your unit.
- Individuals hired after *March 10, 2023* are NOT eligible but are included in the system.

# Who do I call for Help?

For technical issues with StaffSal, contact Lisa Blackwell  
([blackwell@vt.edu](mailto:blackwell@vt.edu), 231-4563)

For Staff data corrections (salaries, etc.) contact Cara Epperly  
([cpain06@vt.edu](mailto:cpain06@vt.edu), 231-7180 )

Access Requests for StaffSal should be submitted through the online form located here:

<https://fit.vpfin.vt.edu/merit-access>

For policy questions related to the Staff Merit Process, contact:

HR Compensation Team: [compensation-g@vt.edu](mailto:compensation-g@vt.edu)

Tori Williams in OBFP ([toriw75@vt.edu](mailto:toriw75@vt.edu), 231-6109)

QUESTIONS?