

Guidelines for preparing Pear Documents

Transition FY06-07 to FY07-08

PDF Pear USERS

In a nutshell:

Any Pear form submitted to HRM effective 06/10/2007 or 07/01/07 must **explicitly mention the % Cost of Living** increase (can be 0% for Unclassifieds and Faculty)

Do not mention increase % for any type of increase other than the COLA: The final salary is what is being committed to.

All calculations are to be performed on the **Annualized Salary**. This is the only data you need to change to apply increase(s).

FTE Classified

Only submit Pears if you want to give an additional increase or if you are changing the funding.

- Employees who only receive the 3% Cost of Living (COLA) increase mandated by State.
No Pear needed. The 3% will automatically be applied in Hermit.
- If you want to do a fund change in addition to the COLA alone (no other increase)
 - Select “**Fund Change Only**”.
 - Submit these Pears to HRM.
- Combined Cost of Living increase and additional increase.
 - Calculate the final salary by applying FIRST the 3% increase, then the additional increase.
 - EXPLICITLY mention in the notes the following message:
 **“The requested salary includes the 3% COLA increase.
 The additional amount corresponds to an exceptional pay increase due to ...”**
 (e.g. additional duties)
Do not mention any % for increases other than the COLA
Select “**Salary Change Only**”, or “**Salary & Fund Change**” if you also change the funding.
 - Submit these Pears to HRM ASAP.

Note: No merit increase authorized this year.

FTE Faculty

- Whichever is greater:
 - any increase up to an annual salary of \$79,000
 - pay increase of 0% to 6%
- Combined Cost of Living increase and additional increase.
 - Calculate the final salary by applying FIRST the COLA increase, then the additional increase.
 - Do not mention any % for increases other than the COLA.
 - EXPLICITLY mention in the notes the following message:
 - If going up to \$79,000:
**“The requested salary includes a COLA increase to bring the salary to \$79,000.
The additional amount corresponds to an exceptional pay increase due to ...”**
 - If using the 0-6% range:
**“The requested salary includes a xx % COLA increase.
The additional amount corresponds to an exceptional pay increase due to ...”**

FTE non-Faculty Unclassified

- Same guidelines, but COLA is always limited to 0% to 6%.
- Combined Cost of Living increase and additional increase.
 - Calculate the final salary by applying FIRST the COLA increase, then the additional increase.
 - Do not mention any % for increases other than the COLA.
 - EXPLICITLY mention in the notes the following message:
 - “The requested salary includes a xx % COLA increase.
The additional amount corresponds to an exceptional pay increase due to ...”**

Important Notes

1. Applying the exceptional increase on top of the COLA increase compounds the increases.
E.g:
A 5% exceptional increase on top of the 3% COLA yields to an overall increase of ...
... 8.20%, not 8% ! $(1.03 \times 1.05 = 1.082)$
2. When you give an increase to a Faculty due to a promotion, you need to prepare the Pear as an Assignment Change:

Action: Assignment Change (since it's a Faculty promotion, it involves a class code change and title change)

Class-Title: Make sure to indicate the new title and new class code.

Slot: Leave the slot field blank, as the position will need to be re-slotted in the State HRIS. You will read the new slot on the approval copy that will be completed and returned to you upon processing of the reclassification/promotion.

Example

A full-time Faculty (originally making \$100,000) receives, effective July 1st, 2007, a cost of living increase of 5% and an additional amount corresponding to a Promotion, which brings the final annualized salary to \$120,000

Action: Assignment Change

Salary Change Reason: Promotion/Reclassification

Annualized Salary: \$120,000

Notes: The salary increase includes a 5% Cost of Living increase.
The additional amount corresponds to a pay increase due to promotion to XXX...

Class-Title: Pick the new class code - title.

Questions

Please contact Shari Bergquist at 792-4428 or Gale O'Neal at 792-2683 for any questions.