

FY22 Salary Planning Manager Guide for Non-Union Staff



BENTLEY UNIVERSITY

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Human Resources

Contents

- Eligibility 2
- Overview..... 2
- The Process.....4
- Before You Getting Started: Planning Merit Increases & Bonus Eligibility..... 5
- Getting Started: Launching Salary Planning..... 6
- Propose Merit Increases and Review Market Adjustments and Promotions.....8
- Submit Recommendations.....9
- Approved Merit Increases..... 10

Eligibility

Bentley non-union staff employees, part- and full-time, who have a date of hire prior to April 1, 2021 are eligible for a compensation review.

Overview

The FY22 Salary Planning process for non-union staff will be done in Workday and will take a holistic approach to an employees' compensation, evaluating different types of increases. All increases will be effective July 1, 2022.

TYPE OF INCREASE	DEFINITION	MANAGER ACTION
Merit Increase	An increase to base salary recognizing individual performance, goal attainment and contributions.	REVIEW the recommended merit increases for each direct report and CHANGE amounts based on your assessment. If you have a direct report(s) that is also a manager, you will need to wait for them to submit their plan(s) and REVIEW/APPROVE all at once.
Market Adjustment	An increase to base salary when an employee's base salary is not market competitive position based on compa-ratio and other considerations like performance, skill set, time in role, etc.	No action required; for your information only, HR will complete this field based on your Division VP's plan.
Promotion	An increase resulting from a change in role due to increased job responsibilities and advancement in their skills and duties.	No action required; for your information only, HR will complete this field based on your Division VP's plan

All salary planning submissions will roll up to the next level manager and will continue to roll up until it reaches the VP in your division for final approval. In addition to this Manager Guide, you are welcome to contact Vince Poon, Compensation Manager (vpoon@bentley.edu) or our HR Operations Team (GA_HRSupport@bentley.edu) for additional help. We will be sending out reminders and other materials in the weeks to come.

WHAT YOU NEED TO DO:

ACTION	DESCRIPTION	DATE
Open Compensation Review: 2021 - 2022 Annual Staff Merit in your Workday Inbox	The compensation review grid for your direct reports where you will submit your recommendations.	Grid will open on May 27 th .
Review and submit recommendations	Plan merit increases considering performance. Review any planned market adjustments and promotions that appear in the merit grid.	May 27 th – June 11 th All salary planning submissions will roll up to the next level manager and will continue to roll up until it reaches the level under the VP. All levels must be complete by June 11 th .
VPs approve FY22 salary plans	VPs approve final salary information	June 14 th – June 18 th
Communicate final Salary Planning results to your employees	HR will notify you when plans are final and you can communicate the salary changes to your direct reports	Planned for late June and wait for notification from HR before communicating to employees.

Salary Planning Process

The Salary Planning Process launches in Workday on May 27. All managers (who manage staff employees) will make initial recommendations for merit increases and review any VP plans for market adjustments and promotions when they are approved by your Division VP. VPs will review and approve all submitted salary plans by June 18.

All increases will be effective and visible in Workday on July 1, 2021 and will be reflected on the July 16, 2021 payroll.

There are three steps, **one require your ACTION**, in the planning process in Workday; they are:

Only Step 1 requires your action.

Actionable

1

Submit merit increases: Review each employee's recommended merit increase and make any appropriate changes that takes into consideration factors such as individual performance, goal attainment and overall contributions. **(Review the Performance Merit Rubric on next page for guidance.) If you are recommending under a 2% or above a 3% merit increase, please provide justification.**

Review market adjustments: all planned adjustments will be included in Workday as an Additional Adjustment. This is for your information only and is **should not be edited**. **If you have questions, please discuss with your HRBP.**

Review promotions: all planned promotions will be included in Workday. This is for your information only and is **should not be edited**. **If you have questions, please discuss with your HRBP.**

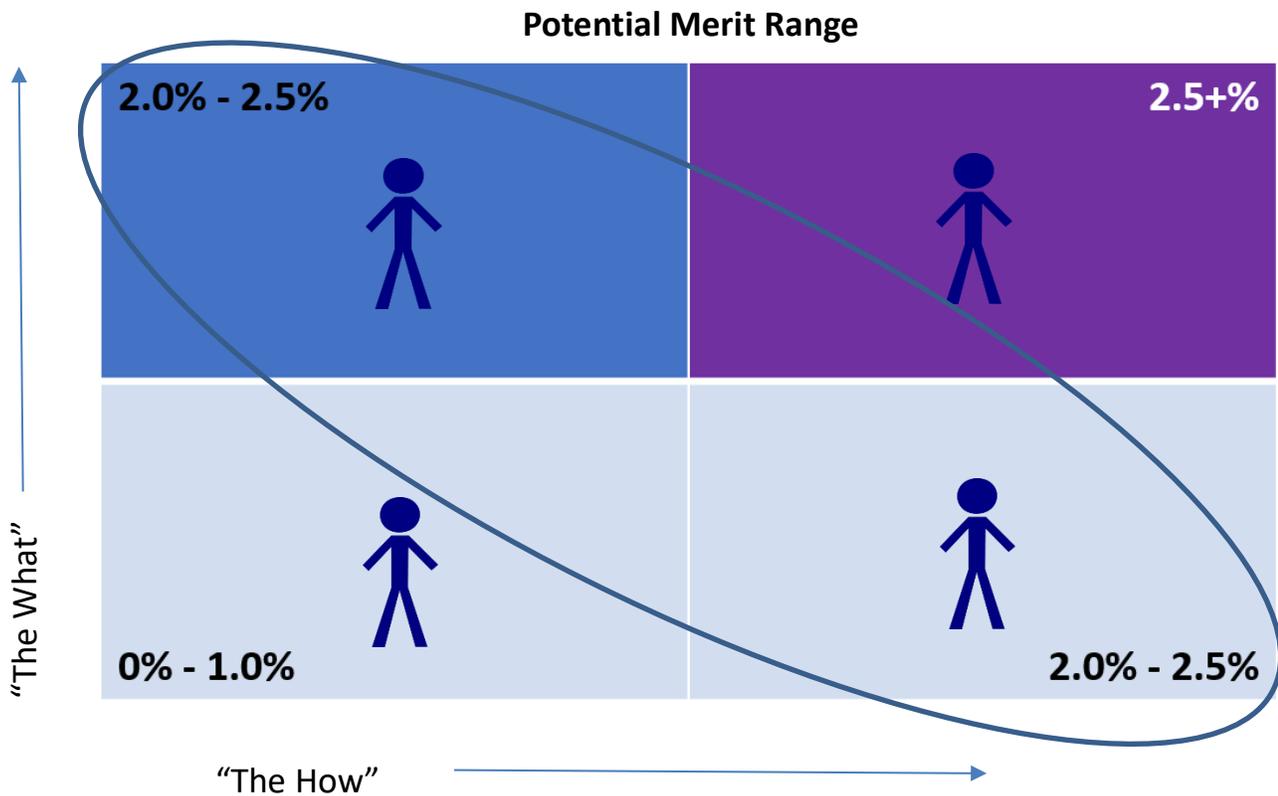
2

3

Before you Start Planning: Considerations for Merit Eligibility

Planning Merit: Using the Performance Merit Rubric

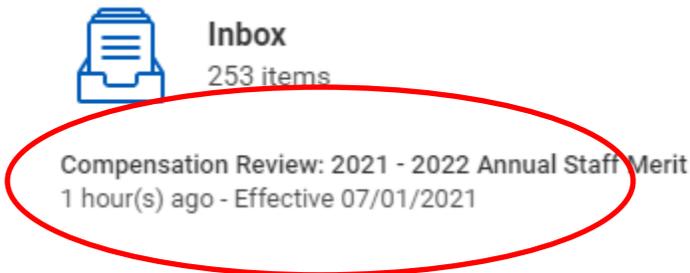
When you are planning merit increases for your direct report(s), you should be thinking about overall performance as a combination of results and behaviors. Results, or “the what”, represents the ability to accomplish responsibilities and goals. Behaviors, or “the how”, represents how an employee conducts himself or herself.



Getting Started: Launching Salary Planning

From your **Workday Inbox**  :

1. Click **Compensation Review: 2021 - 2022 Annual Staff Merit** to begin.



When you open **Compensation Review: 2021 - 2022 Annual Staff Merit** from your Inbox, you will see your **Organizational Summary: Compensation Review: 2021 - 2022**

Organization Summary: Compensation Review: 2021 - 2022 Annual Staff Merit      

2 hour(s) ago - Effective 07/01/2021

Thanks for participating in the FY22 Compensation Review Process. This year, we prepopulated the employee percentages to reflect the standard 2.5% increase, if you wish to edit that amount please do so in the grid below. All Additional Adjustments and Promotions will be entered by the HR / Compensation team. Questions can be sent to vpoon@bentley.edu.

Overall Budget and Spend



The Overall Budget and Spend provides the following information:

- ❖ **Merit** – The merit increases you recommend will display against the 2.5% merit budget available for your team. If you go over your allotted 2.5% merit budget, please discuss with your VP to see if it can be absorbed within the Division merit budget.
- ❖ **Additional Adjustment (Market Adjustment)** - If any adjustments were approved by your VP, the total of adjustments will appear here but not against a budget number. Any adjustment will show as red and are viewable (do not edit) in the employee’s record.
- ❖ **Promotion** - If any promotions were approved by your VP, the total of the promotions will appear here but not against a budget number. Any promotions will show as red and are viewable (do not edit) in the employee’s record.

2. If you have any managers reporting into you, you can **click on Sub Orgs** column to display the sub-organizations that fall under you of each of your direct reports or you can **click on the pencil in the Propose** column to show all employees in the whole organization. Otherwise, you will be brought directly into the Propose view.

% of Pool Summary 1 item

Organization	Sub Orgs	View	Propose	Activity	Status	Positions	Merit	Additional Adjustment	Promotion	Bonus	Actions
					Awaiting Action	12	0.00%	0.00%	0.00%	0.00%	Actions

Sub Orgs view:

% of Pool Summary 4 items

Organization	View	Activity	Status	Positions	Merit	Additional Adjustment	Promotion	Bonus	Actions
			Awaiting Action	5	0.00%	0.00%	0.00%	0.00%	Actions
			Awaiting Action	1	0.00%	0.00%	0.00%	0.00%	Actions
			Awaiting Action	1	0.00%	0.00%	0.00%	0.00%	Actions
			Awaiting Action	5	0.00%	0.00%	0.00%	0.00%	Actions

Propose view:

Direct Reports Budget and Spend



Autofill

7 items

Employee Details	Errors/Warnings	Current Base Pay	Merit Increase %	Merit Amount	Please provide justification if Merit is under 2.00% or over 3.00%	Additional Adjustment Amount (HR Use Only)	Market Adjustment Amount	New Annual Salary	New Hourly Rate
Employee name Dept. & Supervisor's name		76,000.00	2.50%	1,900.00		0.00	0.00	\$77,900.00	0.00
Employee name Dept. & Supervisor's name		115,000.00	2.50%	2,875.00		0.00	0.00	\$117,875.00	0.00

Click **Return to Top Level** to take you back to the organizational view.

Return to Top Level

Propose Merit Increases and Review Market Adjustments & Promotions

From the **Propose** view, here's what you need to do:

Employee Details		Errors/Warnings	Current Base Pay	Merit Increase %	Merit Amount	Please provide justification if Merit is under 2.00% or over 3.00%	Additional Adjustment Amount (HR Use Only)	Market Adjustment Amount	New Annual Salary	New Hourly Rate
Employee name Dept. & Supervisor's name			76,000.00	2.50%	1,900.00		0.00	0.00	\$77,900.00	0.00

For Non-Exempt (hourly) employees, salary appears as hourly rate and Workday rounds to the nearest \$.01 so you may see merit percentages presented with three or more decimals, such as 2.4862%.

Provide justification to support merit increases below 2% or above 3%. All other increases do not require justification.

3. Enter merit increases and review planned market adjustments.

Review the pre-populated merit increases and make any changes to the recommended amounts for each employee in your organization. You can also review the planned market adjustment (if applicable). Each merit increase should be evaluated based on individual performance, refer to the Performance Metric Rubric on page 5 for guidance. **If your recommendation falls below 2% or above 3%, provide justification to support your decision.**

Merit increases for your direct reports should roll up in aggregate to the 2.5% merit budget. If you exceed your 2.5% merit budget, please consult your Manager for further discussion.

Depending on timing of approval, planned market adjustments by your Division VP will be included.

Direct Reports Budget and Spend



4. Go to **Promotion tab** and review planned promotions.

All planned promotions by your Division VP will be included in this tab. **You will NOT need to enter any data in this tab, this is purely for informational purposes.**

Merit	Promotion
<u>Merit</u>	Promotion

Submit Recommendations

When you are ready to submit your merit increase recommendations, you need to follow a two-step process.

5. **Select Submit.**

An orange rounded rectangular button with the word "Submit" in white text.

6. **Click Submit again.** Once you submit your plan, any changes need to be made by the next approving manager.

Compensation Review Submit

With this action you are submitting your own organization.
You will no longer be able to edit any proposals.

Comment

An orange rounded rectangular button with the word "Submit" in white text.A light gray rounded rectangular button with the word "Cancel" in gray text.

IMPORTANT: If you have managers who report to you (and they have direct reports), each manager **MUST** submit their salary plan **FIRST** so you can review/approve everything at once. You can tell if one of your direct reports hasn't completed their plan by the "Awaiting Action" label.

A screenshot of a data table with columns: Sub Orgs, View, Activity, Status, Employees, Merit, Additional Adjustment, Promotion, Bonus, and Actions. The first row has a red arrow pointing to the 'Awaiting Action' status. The table has a scroll bar on the right and icons in the top right corner.

Sub Orgs	View	Activity	Status	Employees	Merit	Additional Adjustment	Promotion	Bonus	Actions
			Awaiting Action	2	0.00%	0.00%	0.00%	0.00%	Actions
			Awaiting Action	13	0.00%	0.00%	0.00%	0.00%	Actions ▼
			Awaiting Action	29	0.00%	0.00%	0.00%	0.00%	Actions ▼

Approved Merit Increases – effective July 1, 2021

After all the Division VPs approve, the final approved salary plans will be reviewed by Human Resources. Shortly after that time, HR will notify you (late June) that everything has been finalized and the information is ready to communicate to your direct reports. You will be able to run a report in Workday for all approved Salary Planning increases using the Compensation Review Dashboard.

The approved salary increases will be effective July 1, 2021. Most employees will see the change in their **July 16, 2021** paycheck for the pay period of June 27 – July 10.



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Questions?

Contact Vince Poon at vpoon@bentley.edu or
the HR Ops team at
GA_HRsupport@bentley.edu.