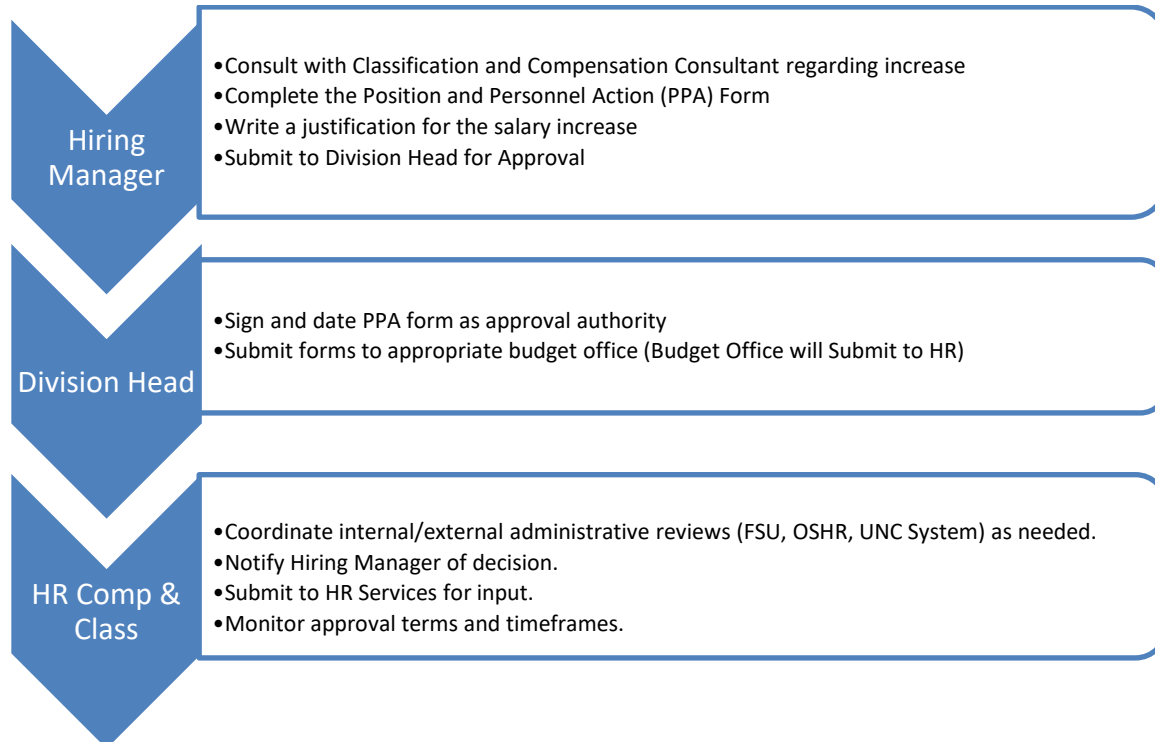


Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting a permanent salary increase for both SHRA and EHRA (Non-Faculty and Faculty) employees. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.



More Details:

1. Submit [POSITION AND PERSONNEL ACTION \(PPA\) FORM](#) with appropriate signature approvals. An example PPA is included.
2. Provide written justification for the salary increase (usually a paragraph or page explaining the need for the position). When writing the justification, it is important to include any metrics or information that helps explain the reasoning for the increase. **The Office of Human Resources will not process any merit-based increases.**

A complete package with all the attached forms should be submitted for approval by the supervisor to the appropriate Department Head/VC. The completed package should then be forwarded to the appropriate budget office. From the budget office, the package will be forwarded to HR. HR will acknowledge receipt and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

Guidance:

SHRA and EHRA Non-Faculty Salary Information:

Increases using any source of funds (including state funds) can be implemented in the following circumstances:

- Additional job duties
- Competitive Promotion (a completed hiring proposal in PeopleAdmin will be required)
- Job Change or Reclassification
- Equity
- Labor Market
- Employee retention
- Competency adjustments
- Reorganization

There are certain **rules and guidelines** that must be followed when reviewing increases:

- Any permissible base salary increase for an SHRA permanent employee will require UNC System pre-approval if the cumulative amount of all the employees' base pay increases fiscal year-to-date is greater than 20% of the prior June 30 base pay
- **Effective Dates** - Retroactive approval is not permitted for SHRA actions except in extraordinary circumstances. SHRA salary increases are effective on the date in which they are approved.
- **Leave of Absence** - Employees on Leave of Absence are not eligible for career banding salary adjustments.
- **Temporary Increases** – The UNC System will allow campuses to proceed with temporary increases up to 12 months. Temporary increases longer than 12 months or that which exceed a particular threshold will require UNC System approval.
- No salary adjustment **shall not be communicated** to employees until after the actions have been approved by Human Resources.
- Depending on the position and the salary increase, approval from FSU **and** the UNC System may be required.

Helpful Tips and Links:

1. For all SHRA classifications, please visit [OSHR Career Banding](#) salary information.
2. Please contact the Classification and Compensation Consultant for any EHRA salary information.
3. For EHRA Faculty, the Classification and Compensation Consultant will work closely with Academic Affairs on all salary actions.

Position and Personnel Action Form

I REASON FOR ACTION	Change of Status				All that Apply:					
	Employment				Leave of Absence		Benefits		w/o Benefits	
			Faculty		Leave Type		Effective Date: _____		End Date: _____	
		Change of Status		Separation		Last Day Worked: _____				
		Other								
II PERSONAL INFORMATION		Banner ID		First		Middle		Last		
III CLASSIFICATION/ APPOINTMENT TYPE		Hire Date/Contract Date _____				Contract End Date (if applicable) _____				
		Current Position Title/Rank		Banner Position # <small>(6-digits)</small>		Supervisor & Position #		Dept./College/School		
		Requested Position Title/Rank		Banner Position # <small>(6-digits)</small>		Supervisor & Position #		Dept./College/School		
		Classification Type		--Select--		Appointment Type		--Select--		
		Academic Positions Only:		All Earned Degrees:				Discipline:		
IV ASSIGNMENT STATUS		FLSA Designation		FT		PT				
		No. of Months Current: _____		Requested: _____		Leave Accrual: _____				
		No. of Weeks: _____		No. of Hours: _____		FTE Change: _____		Eligible Benefits: _____		
V SALARY INFORMATION/ BUDGET		Compensation:								
		Effective Date _____		Current Amount \$ _____		Recommended Amount \$ _____		% of Increase _____		
		Frequency:								
		Annual		Hourly		Monthly Installments _____		One-Time Payment		
		FOAP # Charged:								
		Fund _____		/Org _____		/Account _____		/Prgm _____ %		
		Fund _____		/Org _____		/Account _____		/Prgm _____ %		
		Fund _____		/Org _____		/Account _____		/Prgm _____ %		
VI JUSTIFICATION, COMMENTS, OR COURSE LISTINGS										
VII APPROVAL <i>(Signatures are not required if Hiring Proposal completed in PeopleAdmin System)</i>				Signature				Date		
		Department Supervisor or Department Chair								
		Appropriate Vice Chancellor or Dean								
		Provost and Sr. VC for Academic Affairs								
		Title III Office								
		Budget or Contracts and Grants Office								
		Chancellor (if applicable)								
Legal Affairs (if applicable)										
Signatures		Employee				Date				
		HR Representative				Date				



Position and Personnel Action Form

FOR HR OFFICE USE	Date or Y/N	Signature/Initials of HR Representative
NBAPOSN updated	Yes No	
Date HR Orientation Completed	Yes No	
Date Entered in Banner		
Leave Category		
Modified Adjusted Service Date		
Copy to Budget Office		
Copy to Leave Coordinator		
Notes:		

Instructions

Section I –1. (Employment) Check the box **and** the drop down menu that applies to this form. **New Hire**-Choose this action if the individual has never worked at Fayetteville State University before. **Rehire**-Choose this action if the individual you are hiring worked at Fayetteville State University prior to this appointment in any capacity. Separations lasting longer than 12 months in duration may require updated paperwork: including a background check.

2. (Change of Status) Check the box **and** the drop down menu that applies to this form. **Promotion**-Choose this action if the employee’s classification is moving to a higher level. **Demotion**-Employee move to a lower position. **Transfer**-Employee moved to a different department. The Hiring Department should initiate the PPA to complete the Transfer transaction. **Months of Service Change**-contract months of service change.

3. (Classification and Compensation) Check the box **and** the drop down menu that applies to this form. **Salary Adjustment**-Choose this action for merit or equity increase, additional duties, job change or reclassification. **Temporary Salary Adjustment**-Used to pay an employee a higher rate or salary while assuming a temporary or interim assignment as well as when returning the employee to his/her regular rate or salary upon completion of the temporary assignment. **Establish New Position**- Choose this action when requesting a new position. **Merit Increase**-Choose this action when the individual receives a merit increase. **Reclassification**-Choose this action when requesting a position to be reallocated. **Retention Salary Increase**- To retain valued employees who have received a formal offer of employment from an institution other than Fayetteville State. **Extra Duty**-Choose this action when permanent employees work on tasks which are not in their position description. **Stipend**-Use when individual works on a stipend.

4. (Faculty) Check the box **and** the drop down menu that applies to this form. **Academic Contract Revision**-Choose this action if contract has just been revised. **Adjunct**-Choose this when Faculty is in an Adjunct position. **Months of Service Change**- contract months of service. **Overload**- used to compensate added duties of a relatively short duration.

5. (Leave of Absence) Check the box **and** the drop down menu that applies to this form. **Leave without Pay**- is a temporary non-pay, non-duty status granted to an employee with supervisory approval. **Leave with Pay**- employee would be compensated for leave of absence. **Benefits**-employee will receive benefits while on leave of absence. **Without Benefits**-employee will not receive benefits while on leave. Type of leave-**FMLA**-employee leave type is covered under Family Medical Leave Act. **Workers Compensation**-employee leave is covered under Workers Compensation. **STD**-employee covered under Short Term Disability. **Effective Date**-Enter the date for when the leave is in effect. **End Date**-Enter the date for when the leave will end. **Last Day Worked**-Enter the date of the employee’s last day worked.

6. (Separation) Check the box **and** the drop down menu that applies to this form. **Effective Date** – Enter the date for when the termination is in effect. **Last Day Worked** – Enter the date of the employee’s last day worked. Do not use same Effective Date as Last Day worked if individuals do not want a break-in-service when taking over another position in the UNC system.

7. (Other) Check the box **and** the drop down menu that applies to this form. **Supervisory Change**-to change an employee’s supervisor.

Section II – Personal Information-Fill out individual’s information

Section III - Add Hire Date/Contract Date-Anticipated date. **Contract Date**- Only applies to non-permanent employees. **Classification-(Temporary)** employment is short in duration to address business needs. Temporary Cat I- no eligible for benefits. Temporary employment Cat II- maybe eligible for benefits. **Appointment Type- (Fixed Term-EHRA)** - Not eligible for tenure; appointment for a fixed period of time with no commitment regarding renewal. **(Tenure Track-EHRA)**-Designed to lead to promotion and permanent tenure upon demonstrated accomplishments in teaching, research, and service. **(Time-Limited SHRA)**- A time-limited appointment may be made to a time-limited permanent position that has been established for a period of no more than three years.

Section IV- Full-time or Part-time. The employee’s full time or part time status. **FLSA Designation**-Choose either Exempt or Non-Exempt. **Number of Months**-Provide the current number of months the individual is or will be working. Only add the proposed number of months if individual’s length of employment changes. **FTE Change**-For HR Internal use only.

Section V - (Compensation) Effective Date-Date the compensation is effective. No retroactive salaries for SHRA positions. **Salary Increase**- Only required for 15% or more increases. Will automatically calculate. **Frequency**- Choose the appropriate frequency of pay. **FOAP Charged**- Salary can be split between different FOAPS. Percent of salary being charged to a specific fund/org/acct combination. Valid percentages range from 1-100%. The total for all combinations must equal 100%.

Section VI-Write any additional comments or justifications.

Section VII-Obtain all signature **before** delivering to the human resources office.