

AMCP FY12 FAQ

Q) What is meant by “at least 2% of salary increases associated with previously approved promotions, counter-offers, equity adjustments, contractual bonuses, or incentive agreements must be included in the AMCP aggregate total” (letter ‘K’ in the guidance memo)?

A) For all exceptions listed above that are effective on October 1 (or September 25 for biweekly), at least the first 2% of the increase should be coded as ‘A’ for annual merit. The rest of the increase should be coded accordingly (counter-offers ‘W’, major equity ‘Z’, etc.).

- a. For example: You have an approved counter-offer for a faculty member for 14%. You would put 2% in code ‘A’ for annual merit; and the additional 12% in code ‘W’ for counter-offer.

Q) In regards to letter ‘K’ of the guidance memo, what about previously approved exceptions with effective dates prior to October 1 (or September 25 for biweekly)?

A) This guidance is for exceptions effective at AMCP time only.

Q) Are approvals required for cash payments this year?

A) No, but all must be included as part of the 2% aggregate (unless contractually pre-approved).

Q) What do we do with our pre-approved and contractual cash payments and bonuses?

A) You must put them on the 'FY12 Increase Exception Request Listing' so OHR can track them. Be sure each individual also has at least a 2% merit increase.

Q) Do we have to include the first 2% of the 6% faculty promotion as annual merit?

A) No. The 6% promotion will be inserted by Payroll prior to the panels opening up for access. You will be responsible for adding in the annual merit on top of that. It must be at least 2%, resulting in a total of at least 8%.