

# January 2022 Compensation FAQ

These questions are of a general nature and meant to give answers to our finance and HR communities on the Denver Campus. This guidance applies to Denver schools, colleges, academic and student affairs (ASA) and CU Denver specific administration units only. They are neither all encompassing nor intended to speak to an employee's unique situation.

## General Questions

- What compensation increases are planned for January 2022 – June 2022?
  - **3% Base-building compensation increase (3% effective January 1, 2022)** across-the-board for all faculty and university staff who meet the eligibility criteria
  - **1% One-time payment (1% of annual or academic year Salary paid on January 31, 2022)** for all faculty and university staff who meet the eligibility criteria.
  - **3% One-time payment (3% of Spring Semester salary paid on May 31, 2022 )** for all lecturers and GPTIs (graduate part-time instructors) who meet the eligibility criteria
  
- Why is the 3% base building increase across-the-board this year for eligible employees?
  - **Shift in Merit Cycle Timeline-** FY22 will be the first year the campus transitions to the January 1 merit cycle. Performance cycles are changing for university staff and this year marks a transitional year with a 17-month cycle that ends on June 30, 2022. The performance cycle is not changing for faculty or research faculty.
  - **No merit last year-** Due to financial impacts of COVID-19 the campus was unable to provide compensation increases in FY21. Across-the-board provides a full 3% base-building increase to eligible employees.
  - **Condensed Timeline-** Decisions for January 2022 compensation increases required approval at the November Board meeting, we have an extremely condensed timeline to implement a merit exercise.
  
- What is the purpose of this year's additional one-time non-base building payment?
  - In recognition of the challenges employees met during the past year's pandemic and the compensation cycle shift [approved by the Board of Regents on April 8, 2021](#), the CU System is providing funds to the campuses to cover a 1% (non-base building) one-time payment for the February end-of-month paycheck for eligible faculty, research faculty and university staff employees.
  
- What does “non-base building” mean?
  - “Non-base building” means the pay increase is temporary or one-time and does not add to the employee's continuing regular salary rate. An increase that raises an employee's continuing/ongoing salary is considered a “base-pay” increase.

## Employee Eligibility

- Which employees are eligible to receive the **1% one-time non-base building** payment and the **3% Base-building compensation increase?**
  - Eligible employees for the 1% one-time non-base building and 3% base-building compensation payment include regular faculty and university staff in Denver schools, colleges, academic and student affairs (ASA) and CU Denver specific administration who also meet the conditions below.
    - Must have received a “meeting expectations” or higher performance rating during the 2020 performance management cycle, if no rating default to a “meeting expectations.”
    - Hired date of September 1, 2021 or earlier
    - *For base-building only:* No out of cycle increase after September 1, 2021, except if increase was related to equity study,
    - Must have an active appointment as of January 1, 2022
  - The following employees with an active appointment as of September 1, 2021 are eligible:
    - Tenured and Tenure-Track Faculty
    - Sr. Instructors and Instructors
    - Clinical Teaching Track Faculty
    - Research Associate series (PRA, Senior PRA, Research Associate, Senior Research Associate)
    - Post Docs
    - Scholars-in-Residence
    - Research Faculty (not including temporary)
    - University Staff (not including temporary)

As approved by the state of Colorado legislature, classified staff employees received a 3% across-the-board base-building merit increase effective July 1, 2021 and are not on the January cycle for the 3% base building or 1% one-time payment.

Employees with the following titles are not eligible:

- Part-time faculty (Adjunct, Lecturer, etc.)
- Student workers
- Student faculty
- Working Retirees
- Visiting Faculty
- Temporary employees (classified, university staff and research)
- Summer research, teaching, administrative, or additional appointments are not included. Only primary appointments will be considered.

- Which employees are eligible to receive the **3% one-time payment?**

- Eligible employees for the 3% one-time non-base building payment include lecturers and graduate part time instructors who also meet the conditions below:
  - have an active appointment on April 30, 2022,
  - hired into lecturer job code 1419 or graduate part time instructor job code 1503.
  - Are the listed instructor of record.

## Financial Questions

- What is the source of funding for the 1% one-time payment?
  - The 1% one-time payment will be funded and directly charged to central campus sources, made available by the CU System for all campuses. One-time payments made to eligible employees funded from gifts, grants, contracts, or auxiliary funds will also be directly charged to these central campus sources.
- What is the source of funding for the 3% base building increase?
  - Campus will cover increases for General Funds – employees funded on other sources will need to self-fund.

## HR & Payroll Questions

- What do I need to do as an HR Liaison to ensure the payment is accurate and completed?
  - Human Resources and Budget & Fiscal Planning will coordinate amounts and upload into HCM. HR Liaisons will be able to review data prior to upload as well as confirm payments once entered into HCM.
- From what date is the 3% base building increase calculated?
  - The 3% base building increase is calculated from the employee's base salary as of 10/31/2021.
- How is this one-time payment calculated?
  - The 1% one-time payment is based on the employee's regular salary rate as of 10/31/2021 and is equivalent to 1% of the annual academic year contract or 12-month salary. This does not include summer appointments or other administrative/academic appointments for academic faculty. Only the academic year, or 12-month (for faculty with 12-month appointments), base salary for faculty will be considered in the calculation.
  - The 3% one-time payment is based on lecturer or GPTI salary for the Spring Semester (January 2022 – May 2022) and is equivalent to 3% of that total.

## Compensation Cycle Date Shift

- Why did the Board of Regents approve a change in the merit salary pool cycle from fiscal year to calendar year?
  - This change will allow decisions on merit pool increases to be made once fall census has occurred and the campus has a more accurate picture of its revenue outlook for the year.

- Which employee populations are included in the fiscal year to calendar year compensation cycle date shift?
  - The compensation cycle date shift impacts faculty and university staff.
  - The compensation cycle date for classified staff is determined by the Colorado Department of Personnel and Administration for all classified employees statewide.
  
- Won't this shift create a large gap between the end of the current performance management cycles and the payout of any merit increases? Will there be a change to performance management cycle timelines to address this?
  - Yes. Performance cycles are being changed for university staff to July 1 - June 30 of each year. See [HR website](#) for more information to be announced. No change in performance cycle is planned for faculty.

## Employee FAQ

- When will the 1% one-time payment be paid?
  - The 1% one-time payment will be added to the end of February paycheck.
  
- When will the 3% one-time payment be paid?
  - The 3% one-time payment will be added to the end of May paycheck.
  
- When will the base building increase go into effect?
  - HCM records will be updated with a January 1, 2022 effective date and will show on your January 31<sup>st</sup>, 2022 paycheck.
  
- Will taxes or benefits be deducted?
  - 3% base building increase, the 1% one time payment and the 3% one-time payment will follow the same taxes and benefits related to your regular monthly paycheck.
    - Taxes and benefits will automatically be deducted from the payment and a breakdown can be viewed in "Paychecks" in MyCUInfo.
  
- Will I be notified of my January 2022 compensation?
  - Yes, eligible employees will receive a letter from their school, college or department detailing their base building and non-base building payment amounts.