



**Council of the University of Idaho Business Officers  
Summary Notes  
April 10, 2014**

**CEC (Salary Increases), Trina Mahoney, Budget Director**

Salary increases will be determined after the state approves the new tuition proposal at the April Board meeting. If approved, increases will be based on an average 2% guideline. Increases will be merit-based with an evaluation of “Meets Expectations” or higher. Increases may range between 1-4% but departments should not exceed an average of 2% for the units total salary increases. Employees who qualify must be in a Board Appointed position before Jan. 5, 2014 with a current Performance Evaluation on file with HR if exempt or classified, or the Provost’s Office if faculty.

The April SBOE meeting will be held on April 16 and 17. Salary Guidelines are expected to go out on April 18 and open the Salary Model on Monday, April 21. Salary recommendations will be due back to the Budget Office on April 30.

In the past, the highest level executive salaries have been pulled out. If the Dean or Department Head is decided to have earned an increase above 2%, the additional funds have been received from the President’s Office in the past. Promotions are funded completely separately.

Areas that have been pulled out of the allocation are: top executive’s salaries, revenue generating budgets, and athletics. More information will be available in the Guideline.

The 2% increase will also be available for RA/TA budgets to be used to increase the rate of pay, not the number of TA’ships.

CEC funding related to vacant positions must be put either in the vacant position or in the unit’s Misc. Groups PCN. Vacant position salary allocations are not meant to be used for salary increases of existing employees. This process was discussed and decided in President’s Cabinet. If you have a vacant position that you are adamant to use funds in other ways, contact Trina and explain your situation. She will present the argument to Executive Leadership for their consideration.

Employees in an introductory probationary period are not eligible for raises until their probationary period has ended. Employees on probation due to performance reasons are not eligible for raises at all.

Performance Evaluations are past due, but get them to HR as soon as possible. Forward your Salary Model material to the Budget Office by April 30 for review. After that, HR will review the Performance Evaluation, the Budget Office will review the monetary allocations of the budget, and the President/Provost Office will review the overall structure of the increases.

Information on scores will be requested to HR regarding staff. The information may need to be manually pulled from Banner.

### **1099 vs. W2 Payments, Dan Stephens, Controller**

As a result of the IRS driven audit, there will be changes regarding how workers are classified by the IRS. Previously, some workers were classified by the University as independent contractors, paid through Accounts Payable by Claim Voucher and issued a 1099 form. Others were classified as an employee, paid through Payroll and issued a W2.

In order to remain compliant with IRS regulations, a task force has been assembled to discuss and determine how to move forward with a level of consistency. Each person hired for special projects or temporary work will most likely need to meet certain criteria to avoid the need for EPAFs and HR Processing. If that criteria is not met, the person will be deemed an employee and need to go through HR processing.

The University's tax partner, Tracy Paglia will present more information on this, and other tax issues, Thursday, April 24 and Friday, April 25- times and locations to follow. Campus input is requested to help shape a decision going forward. If you are unable to come to a meeting, please send someone in your place. There will be access for those off campus to participate as well, probably by call-in phone service.

### **Department Updates**

#### **Budget Office**

If you know of an employee or faculty member that will be terminated or retiring before the start of FY15, please complete their EPAF before June 30, 2014. Summer Session EPAF training will be held next week, Tuesday, April 15 and Thursday, April 17.

Use \$9,100 for your Health Benefit rate and 20.5%. This rate is subject to change by it is close to the rate that will most likely come back from the health benefit advisory group working with the University. Deadline for your FY15 U3, UB, UC, X1 and X2 original budgets is May 15. Please have your department submit their budgets and turn them in collectively. Please contact Janice if you need help.

If you need to set up a budget for Lab/Course Fees or other budgets, contact General Accounting at your earliest convenience.