AMCP Process and Deadlines

Upon the conclusion of the performance evaluation phase, you can begin working with your leaders to make compensation decisions. Once again, the Office of Research will be following the practice of units submitting proposals for an aggregate of 2.5%, plus a separate proposal for the remaining .5% for your top 10% unit performers. More information regarding our approach can be found in the OR Compensation Guidance document. Units can submit their 3% proposals through the SLDP panels by Monday, July 16th. Please email your separate list for the top 10% performers to Michael DeWees by Monday, July 16th.

The 2013 AMCP Process and Timeline are attached for your planning purposes.

Cash awards (bonuses) will be allowed during the AMCP process; however, the amounts must be included in the 3% aggregate total.

The university will implement a conservative approach to off-cycle salary increases again this year. Units are permitted to submit off-cycle increase requests for approval, without expectation that they will be approved. In the event they are, increases will have effective dates between February and June. Reclassification requests are considered a separate process and units may continue on with any plans for proposed reclassifications.

Additional Information:

**OR Deadline** – the SLDP Panels will open on July 16th. OR units should enter compensation data by July 16th so that OR Admin can review the top 10% performers proposals and finalize our total compensation plan before submitting it to OAA for approval, at which time the panels will be frozen. Units should not freeze their own panels, which will be done at the VP level.

**Exceptions** – there are several scenarios during the AMPC process which we are required to report to OHR as exceptions. These are due to OR by July 16th. These include:

- **Any salary increases greater than 10%** - at least 3% of the adjustment must be included in the AMCP aggregate pool. Report on attached form: **AMCPFormIncreaseException**

- **Contractually committed cash payments or cash awards** (e.g., provided for in offer letters, etc.) - report on attached form: **AMCPFormIncreaseException**

- **Zero increases** – must be reported indicating the rationale as to why the individual is not receiving a merit increase (e.g., newly hired, pending separation, probationary period, etc.). If the employee is receiving a zero increase due to performance issues, this must be communicated to the employee in writing and a copy of the notification placed in their personnel file. Report on attached form: **FY13 Zero Salary-Research**

- **Reclassifications and promotions** – employees receiving a zero increase due to a recent or proposed reclassification or promotion need to be identified. Report on attached form: **FY13 Zero Salary-Research**

**Term and Temp Appointments** – Term and Temp employees will not show up on the SLDP panels. Report all proposed salary increases for Term and Temp employees to the OR Business Office by filling out the attached spreadsheet. The OR Business Office will forward a comprehensive list to the
OAA Service Center to enter the information into the employees’ Job Data records. Report on attached form: OR TermTemp 2012 Salary Increases

**Graduate Associates** – returning graduate associates with equivalent appointments should similarly follow the compensation guidelines. Those who are performing well should receive compensation increases consistent with OR rules. GA’s will not show up in the SLDP panels, so approved salary increases should be submitted with the Term/Temp recommendations. Report on attached form: OR TermTemp 2012 Salary Increases

**Up To Minimum Information** – we have not yet received information regarding if the pay tables for Unclassified and Classified Civil Service Staff will be updated for FY13. Regardless, you should still run the “Up To Minimum Report” (SAP155OS in eReports) to ensure that all employees in your unit are receiving the minimum of their respective pay range. In the event an employee is not, an increase to bring them up to the minimum will show up automatically in the SLDP panels. You are required to increase their salary by at least this amount.

**Unit Leaders** - The OR Business Office will work with OR Admin to determine salary increase for all unit leaders and will enter this information into the SLDP panels.

**Unit Administrators** – No administrator should enter their own salary increase information into the HR system. Unit leaders should email administrator recommendations to the attention of Brooke Heslep so that our office can enter that information.

All AMCP forms and information can be submitted to the OR Business Office by emailing them to orhumanresources@osu.edu