



Date: July 22, 2022

To: Deans, Directors, Vice Chancellors,

CC: Human Resource Representatives

From: Interim Chief Human Resources Officer, Patrick Sheehan

RE: Central Funds Compensation Adjustments – Modifications

This memo is an addendum to the [Central Funds for Compensation Adjustments, 2022-2023 Fiscal Year](#). Specifically, it addresses questions from schools, colleges, and divisions.

- Units shall have the flexibility to target all base adjustments funds to areas of greatest need with the provision that decisions do not erode progress the university has made in recent years in raising faculty salaries closer to the top of peer rankings. Specifically, funds allocated to faculty can be shifted to staff, but funds allocated to staff cannot be shifted to faculty.
- Centrally funded adjustments identified in the compensation exercise memo, including base adjustments and faculty block grant awards implemented on either August 28, 2022 or November 6, 2022 are fully funded (See bullet point below regarding full funding).
- Centrally funded lump sum bonuses may be awarded at any time from the release of the compensation program through the last pay period in December.
- It is strongly encouraged that units abide by the prescribed August 28 and November 6 batch upload process. The batch upload process is designed to streamline administrative workflow. However, in limited cases, increases approved outside the batch upload process will count toward base and bonus funding minimum distribution requirements. Pay rate changes cannot be made retroactively.
- Units can and are encouraged to utilize performance bonus funds to augment base increase adjustments that are processed in the batch upload process. Additionally, local funding may be used to supplement the allocated base and lump bonus funds.
- Units may wish to consider a mix of lump sum payments prior to August 28 or November 6 with base adjustments taking effect on those dates to bolster retention offers. Using lump performance bonus funds to augment base rate increase can effectively make the rate increase retroactive the beginning of the fiscal year.

- The Madison Budget Office (MBO) will allocate the full annualized funding (memo amounts) committed to units in the previous memo to cover the fund 101 and 104 increases.
- Funds will be distributed to units after final rate adjustments load to HRS (November 6) and after the MBO has validated units have awarded at least their allocated share of funding awarded through the exercise. Assuming this requirement is met, the MBO will distribute the full allocations in December or January.
- On July 7, divisional HR Representatives were provided with instruction related to processing both lump sum and base adjustments. For base adjustments, the initial files are due August 22, 2022 to the Office of Human Resources (OHR) Compensation.
- HR Representatives have TTC market and parity data to help inform the distribution of these funds. Additional data to review employee salaries will be shared with HR Reps the week of July 25.

Please work with your college, school or division human resources, or the Office of Human Resources to address any questions that you may have. OHR will be coordinating with the UW Shared Services office on processing all compensation adjustments.