



UMKC Salary Increase Authorization Guidelines

Revised September 15, 2017

In accordance with Interim Chancellor and Provost Bichelmeyer's, email memorandum of August 30, 2017

Requests for waivers will be reviewed by the Interim Chancellor and Provost, Vice Chancellor for Human Resources and Vice Chancellor for Finance and Administration, with the Interim Chancellor and Provost holding decision-making authority.

Only limited pay adjustments will be allowed. These limited pay adjustments may be applied depending on the availability of resources, however simply having resources is not in and of itself adequate justification for providing increases.

The following positions do not require completed Salary Increase Authorization Forms:

- Work Study positions
- Medical Residents (monthly spreadsheet required)
- Dental Fellows (monthly spreadsheet required)

Criteria

When a salary action (other than those shown above) results in a pay increase that totals \$500 or more per semester, a Salary Increase Authorization Form requesting prior authorization will required as follows:

- For any pay increase, temporary or permanent
- For any one time addition to pay

Process Overview:

1. The Salary Increase Authorization Form must be completed and approved prior to communicating with the employee or preparing to process the transaction.
2. All Forms must contain signature of both the HR Facilitator and the Dean.
3. The scanned completed form is to be submitted via email.
4. The requests will first be reviewed by Human Resources and the Budget Office. The HRF or Dean may be contacted for clarification/questions. If approved to move forward, the forms will proceed to the next review step.
5. The requests will then be reviewed by the Interim Chancellor and Provost, Vice Chancellor for Human Resources and Vice Chancellor for Finance and Administration, with the Interim Chancellor and Provost holding decision-making authority.
6. HR will return scanned copies of the form with the decision indicated on each form.
7. If approved, departments should follow the normal guidelines for processing the associated transaction.

8. All other increases will be summarized in reports at the end of each month for review at the next are also subject to review.

NOTES:

- If the payment is for Extra Compensation which exceeds \$1000, place BOTH the Request for Extra Comp Form and the Salary Increase Form.
- **Do not** attach PAFs, payroll changes forms or interdepartmental email that simply request a payment and contain no detail, to the Salary Increase Authorization Forms.
- For Temporary Pay Increases, please follow the guidelines posted on the website and attach the signed MOU as outlined in the guidelines.
- Where an extra compensation form is required, it should be completed and approved prior to the work being performed. If approved, then the normal process for Extra Compensation should be followed.

Any ePAF or PAF submitted for pay increases without the required approved authorization form attached will be denied or returned.