



QUESTIONS & ANSWERS

General Wage Increase Faculty, Administrative Professional, and Graduate Assistants September 1, 2022

The Washington State Legislature provided funds for a general wage increase for faculty, administrative professional, and graduate assistants effective September 1, 2022.

ELIGIBILITY

1. What level of salary increase has been authorized for faculty?
 - Eligible faculty will receive a 2.5% increase effective September 1, 2022.
2. Which faculty are eligible to receive the increase?
 - Permanent and Fixed-Term faculty on appointment September 1, 2022, will receive a 2.5% increase. Period Activity Pay and additional hourly jobs are not eligible for the increase.
3. Is a faculty member who was recently hired, promoted or received a salary increase eligible for the increase?
 - Yes, provided they meet the eligibility criteria defined above.
4. What salary increase has been authorized for administrative professional staff?
 - Eligible administrative professional staff will receive a 2.5% increase effective September 1, 2022.
5. Which administrative professional staff are eligible to receive the increase?
 - Permanent and Fixed-Term administrative professional employees on appointment September 1, 2022, will receive a 2.5% increase. Additional hourly jobs are not eligible for the increase.
6. Is an administrative professional employee who was recently hired, promoted or received a salary increase eligible for the increase?
 - Yes, provided they meet eligibility criteria defined above.
7. What salary increase has been authorized for graduate assistants?
 - The graduate assistant pay scale will increase 2.5% effective September 1, 2022.
8. Which graduate students are eligible to receive the increase?
 - Graduate students on assistantships for the fall 2022 term will receive the 2.5% increase.

9. Will employees on grants and contracts receive the increase?
 - Yes. The eligibility criteria defined above applies regardless of position funding source.
10. Are retire/rehire employees eligible for the 2.5% increase?
 - Employees who fully retired under the WSU Retirement Plan and have been rehired as faculty or administrative professional staff at 40% FTE or less are eligible to receive the general wage increase.
 - Employees who retired under a state retirement plan (PERS, TRS, LEOFF) and have been rehired into a faculty or administrative professional position are eligible for the increase.
 - Any retire-rehire appointment set up on Period Activity Pay or paid at an hourly rate is not be eligible for the increase.
11. What if I have other questions?
 - Questions regarding eligibility may be directed to Human Resource Services.

AWARDING OF INCREASES

12. How will the faculty increase be implemented?
 - The increase will be processed centrally. The compensation for faculty base salaries will increase 2.5% effective September 1, 2022.
13. How will the administrative professional increase be implemented?
 - The increase will be processed centrally. The compensation for Administrative Professional base salaries will increase 2.5% effective September 1, 2022.
14. How will the graduate assistant increase be implemented?
 - The Graduate Assistant salary schedule will increase effective September 1, 2022. Graduate Assistants on appointment September 1, 2022, will receive the 2.5% increase.
15. How will retire-rehire employees of the WSURP or a state retirement plan have the increase implemented?
 - The increase will be processed centrally. Retire-rehire employees on an FTE appointment will increase 2.5% effective September 1, 2022. Period Activity Pay and hourly jobs will not receive an increase.
16. Are Additional Duties and Responsibilities (ADR) for Faculty and Administrative Professional affected by the salary increases?
 - ADRs assigned as a percentage of the base salary will increase.
 - ADRs assigned as a flat amount will not increase. Any change to the ADR must be submitted by the department following normal processes.

FUNDING

17. How will funding for increases be allocated?
 - The FY-23 financial budget development process will include a separate EIB to allocate centrally provided core fund compensation funding. Core funds include FD001-General Fund, FD076-Indirect Cost Recovery, and FD080-Administrative Fees and Interest.
 - Areas are responsible to cover the cost of increases for eligible employees paid on all other funds.
18. How will allocations be determined?
 - The base for the allocation is actual payroll expenditures for calendar year 2021 as reported in Workday. Details of the calculation will be provided with area EIB files.
19. Will permanent funding be provided?
 - Yes, PBL adjustments making compensation funding permanent will be processed in BPS in first quarter of FY-2023.
20. What if I have other questions?
 - Questions regarding funding/budget may be directed to the Budget Office.

PROCESSING

The 2.5% general wage increase will be processed centrally. Employee compensation will reflect the increase in Workday no later than September 12, 2022 and paid on the September 26 pay check.

29. If an employee with an end employment date of August 31, 2022, is being renewed September 1, 2022, how will the renewal and general wage increase be processed?
 - The department must renew the job using the current rate of pay before the general wage increase is processed. The renewal action must be submitted and approved by September 1, 2022. When the general wage increase is processed, employees will receive a 2.5% increase to their September 1, 2022 base rate.

30. If a faculty, administrative professional or graduate student is being hired September 1, 2022, what rate of pay should be used?
 - New hires should be processed using the salary indicated in their offer letter. When the general wage increase is processed, employees receive a 2.5% salary increase to their September 1, 2022 base rate.
31. What if there are funding changes to a position?
 - Although position funding changes may be entered by September 1, 2022, these will not affect any funding received since Core fund allocations will be based on calendar year 2021 payroll data as reported in Workday.
32. Are salary increases permitted at other times of the year?
 - Yes. Departments may request out-of-cycle salary adjustments as per BPPM 60.12.
33. If the need for corrections is discovered after the general wage increase is processed, how should that be handled?
 - Departments should contact HRS Records for assistance.
34. How will employees be notified?
 - Salary increase notification letters will be emailed directly to employees. The email and letter will be system-generated from Workday.
 - Employees may view their Compensation and Pay Change History on their Workday profile.
 - The Budget Office will provide a file to each area that will provide the final amount of salary increase.
35. What if I have other questions?
 - Questions regarding eligibility and processing may be directed to Human Resource Services.
 - Questions regarding budget and funding may be directed to the Budget Office.
 - Questions regarding graduate assistantship may be directed to the Graduate School.