



QUESTIONS & ANSWERS

General Wage Increase Faculty and Administrative Professional Employees October 1, 2023

The Washington State Legislature provided funds for a general wage increase for faculty and administrative professional employees effective October 1, 2023.

ELIGIBILITY

1. What level of salary increase has been authorized for faculty and administrative professional (AP) employees?
 - Eligible faculty and AP will receive a 2.5% increase effective October 1, 2023.
2. Who is eligible to receive the increase?
 - Permanent and Fixed-Term **faculty** on appointment October 1, 2023, will receive a 2.5% increase. Period Activity Pay and additional hourly jobs are not eligible for the increase.
 - Permanent and Fixed-Term **administrative professional** employees on appointment October 1, 2023 will receive a 2.5% increase. Additional hourly jobs are not eligible for the increase.
3. If a faculty or AP employee was recently hired, promoted or received a salary increase, will they be eligible for the increase?
 - Yes, provided they meet the eligibility criteria defined above.
4. Are Additional Duties and Responsibilities (ADRs) 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 this type of ADR must be processed by the department.
5. Will employees on grants and contracts receive the increase?
 - Yes. The eligibility criteria defined above applies regardless of position funding source.
6. Are retire/rehire employees eligible for the increase?
 - Employees fully retired under the WSU Retirement Plan and rehired as faculty or AP staff at 40% FTE or less are eligible to receive the general wage increase.
 - Employees who retired under a state retirement plan and have been rehired as faculty or AP on an FTE appointment are eligible for the increase.
 - Retire-rehire employees on Period Activity Pay or hourly jobs are not be eligible for the increase.

7. What if I have other questions?
 - Questions regarding eligibility may be directed to Human Resource Services.

FUNDING

8. How will funding for increases be allocated?
 - The FY-24 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.
9. How will allocations be determined?
 - The base for the allocation is still to be determined by the Budget Office; further information will be released on a later date. Details of the calculation will be provided before the EIB is processed.
10. Will permanent funding be provided?
 - Yes, PBL adjustments making compensation funding permanent will be processed in BPS in FY-2024. However, it is important to note that the concept of PBL will be retired with implementation of the new budget model.
11. 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 October 13, 2023 and paid on the October 25 pay check.

12. If a Faculty or AP employee is renewed October 1, 2023, how should 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. If the renewal is entered and approved by September 29, 2023, the employee will receive the 2.5% increase to their base rate as part of the central processing.
 - If the renewal is not processed by September 29, 2023, the department must submit the renewal after the blackout period and include the 2.5% increase on top of the renewal.

13. If a Faculty or AP employee has a Job Change (FTE, Term, Title change) effective October 1, 2023, how should it be processed?
 - The department should process the job change **before** the general wage increase is processed. If the job change is entered and approved by September 29, 2023, the employee will receive the 2.5% increase to their base rate as part of the central processing.
 - If the job change is not processed by September 29, 2023, the department must submit after the blackout period and ensure the compensation reflects the 2.5% increase.
14. If a faculty or administrative professional employee is being hired effective October 1, 2023, what rate of pay should be entered into Workday?
 - Hires effective October 1, 2023 should be processed using the salary indicated in their offer letter.
 - If the Hire is fully approved by September 29, 2023, the employee will receive a 2.5% increase to their base rate as part of the central processing.
 - If the Hire cannot be fully approved by September 29, 2023, the department must submit the Hire **after** the blackout period and ensure the compensation reflects the 2.5% increase.
15. Are salary increases permitted at other times of the year?
 - Yes. Departments may request out-of-cycle salary adjustments as per BPPM 60.12.
16. 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.
17. How will employees be notified?
 - Employees may view their Compensation and Pay Change History on their Workday profile.
18. 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.