FSMS FY19 - Table of Contents

FACULTY MERIT & SALARY PROPOSALS FISCAL YEAR 2019

FACULTY SALARY MANAGEMENT SYSTEM

FEBRUARY 21, 2019

RE FY 2019

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Important dates

- **March 15** – Sabbatical requests due

- **April 2** – Priority Handling for final FSMS proposals submitted

- **April 6** – Final FSMS proposals due by 5 p.m.

- **June 30** – FY18 is closed in FSMS

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PROVOST'S MEMO

FACULTY MERIT REVIEW AND SALARY RECOMMENDATIONS FOR FY 2018-19

Faculty Salary Proposal

- Deliver a digital copy with a cover memo signed by your dean on a CD or USB drive to the attention of Elizabeth Graddy, Vice Provost for Academic and Faculty Affairs, ADM 204 **or**
- Email to Emily Liang at emily.liang@provost.usc.edu

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Full-Time Minimum Salary

- **USC Minimum Full-time Faculty Salary** is $55,000

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Exempt monthly wage

- Beginning January 1, 2018, the exempt monthly pay is **$3,814 per month**. Faculty with semester contracts must earn a minimum of $19,070 to be paid as exempt.

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Multi-Year Contracts

- **Multi-year contracts** may be issued in increments up to 5 years, consistent with University policies and your RTPC guidelines (see Sept. 1, 2017 Provost memo - Recognizing Teaching Faculty re RTPC instructional faculty on the promotional track)
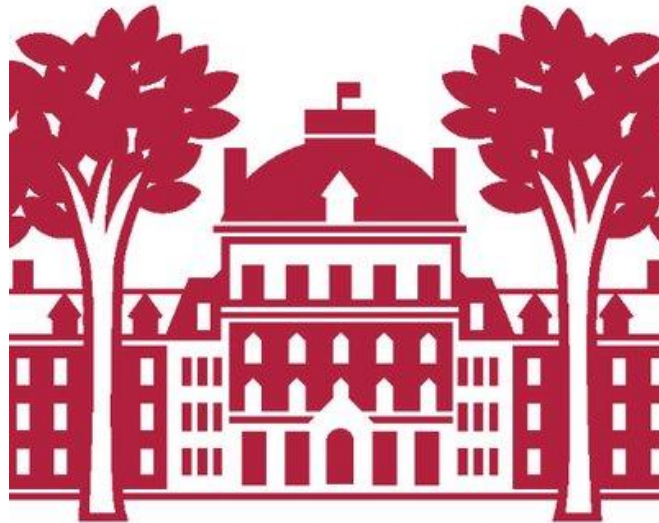
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Visiting Faculty

- **Visiting appointments** are limited to one year.
- Requests for a second year must be because of extraordinary circumstances and must be included in the proposal and explained in the cover memo.

ADDENDUM TO PROVOST'S MEMO

FACULTY SALARY PROPOSAL CHECKLIST

Last Year's Issues

- Describe progress made in the past year to address specific concerns raised in Provost Quick's FY18 faculty salary approval memo

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Librarian Evaluation Processes

- Attach to your Librarian salary proposal your provost-approved Librarian Evaluation Processes for:
    - Continuing Appointment
    - Probationary
    - Contract Librarians

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Librarian Merit Rating Processes

- Include information regarding your **Librarian Merit Rating process**

  - Describe the process you use to derive your recommend salaries based on faculty merit ratings
  - Explain any instances in which your merit rating and salary recommendations is substantially different from the faculty committee's recommended evaluation

Merit Rating

Raise Pool Percentage

- Provide the following information:
  - **Full-time librarians (continuing appointment, probationary, contract)**:
    - Raise pool percentage
    - Average raise percentage
    - Distribution of merit scores in relationship to salaries
  - **Part-time librarians:**
    - Raise pool percentage for part-time librarians
    - Certify that all part-time librarians are accurately categorized in Workday

Unusual and Large Rises

- **Annotate unusual raises**
    - Provide justification for unusual raises
    - Explain all raises over 5%
    - Explain proposed zero raises

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Benchmarking Information

- **Provide benchmarking information against peer institutions:**
    - Continuing Appointment Librarians
    - Probationary Librarians
    - Contract Librarians
- If your school's salaries are not in line with peer institutions, explain your plan to bring them into alignment

Part-Time Multi-Year Contracts

- Provide a list or spreadsheet of part-time Librarians on continuing annual and multi-year contracts in the Dean's module

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Admin Stipends

- Provide a list or table of the school's administrative stipend scales

- If course relief is given in lieu of an admin stipend, please describe how the course relief amounts were determined

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Overload Rates

- Provide a list or table of the school's overload compensation rates

- Include the school-established basis for determining overload rates

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School Reports

- Include the following reports with your faculty salary proposal:
  - Report 1 – Proposed Leave Report
  - Report 2 – Exhibit A and Supplemental Salary Report
  - Report 8 – Proposed salary Increase Report

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Full-time Librarian Salaries

- **Enter all full-time librarian salary contracts into FSMS**
  - Enter into FSMS Librarian Module Full-time Librarians
    - Continuing Appointment
    - Probationary
    - Contract
  - Include full-time librarians on leave
  - Include new hires with signed offer letters for 2018-2019

Part-Time Librarian Salaries

- **All part-time librarian salary contracts are entered into the Dean's module**. This includes:
  - **Multi-Year Contracts:** Enter into FSMS Dean's Module continuing part-time faculty with multi-year contracts
  - **Annual or Short-Term Contracts**: Enter into FSMS Dean's Module in advance of commencement of work

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Get ready, get set . . .

about FSMS

LIBRARIAN PROPOSALS

FULL-TIME CONTRACTS

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Entering FT proposals in FSMS

- Go to the **Librarian Proposal** screen
- The following slides review each step in order – from first to last

10:22:03
ESS (V1.0)
Saw User No: 942033

USC Employee Services System

Faculty Maintenance School Menu

Back...	**Back to Faculty Main Menu**
WEBPP.SCHFAC.U	**Faculty Update**
WEBPP.PROPOSAL.U	**Faculty Proposal to Provost**
WEBPP.PT.PROPOSAL.U	**Faculty Proposal to Dean**
WEBPP.LIB.PROPOSAL.U	Librarian Proposal
WEBPP.PROPOSAL.I	**Proposal Inquiry**
WEBPP.APPROVE.U	**School Approvals**
WEBPP.FORM.PRINT.U	**Print Contracts and Letters**
WEBPP.CONTRACT.I	**Contract Inquiry**
WEBPP.CONTRACT.SIGN.U	**Contract Signature Update**
WEBPP.SCHREPT	**School Reporting**
WEBPP.SCHDL	**School Download**

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Finding a contract

- Add Employee or USC ID and click on "View Employee Information" **<u>OR</u>**
- Add Employee Last Name and First initial and then click on "Search for Employee" and then "View Employee Information"

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New Proposal

- Click on drop down box for "Proposal ID" and for the first FY19 proposal, select "New"

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Select Contract Dept

- Click on drop down box for "Select Contract Department" and select the department shown.
- Then, click on "Select This Proposal"

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Proposed Librarian Status

Update Proposal

Contract Year	2019
Employee USC ID	0000000015
Employee Id	0025821
Employee SSN	***-**-5821
Employee Name	Librarian Strappman, Hanley Qq
Recruitment Requisition ID	
Proposal Id	New
Contract Department	4747000000 - Dave's Special Department

This section will be pre-populated

Home Department	4747000000 - Dave's Special Department
Original Hire Date	12/06/1990
Latest Hire Date	12/06/1990
Contract Status	SW - School - Working
Current Librarian Status	
Proposed Librarian Status	

This section will be pre-populated

Select Status

CA -- Continuing Appointment

CO -- Contract

PR -- Probationary

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Librarian Status Date

- **Date** the rank was achieved

Home Department
Original Hire Date
Latest Hire Date
Contract Status
Current Librarian Status
Proposed Librarian Status
Librarian Status Date

Return to home page

Contract Name

- This will be the name that prints out on the faculty salary letter

Update Proposal

Contract Year	2019
Employee USC ID	0000000015
Employee Id	0025821
Employee SSN	***-**-5821
Employee Name	Librarian Strappman, Hanley Qq
Recruitment Requisition ID	
Proposal Id	New
Contract Department	4747000000 - Dave's Special Department

Home Department	4747000000 - Dave's Special Department
Original Hire Date	12/06/1990
Latest Hire Date	12/06/1990
Contract Status	SW - School - Working
Current Librarian Status	CA - Continuing Appointment
Proposed Librarian Status	CA -- Continuing Appointment ▼
Librarian Status Date	
Contract Name (Last, First Middle)	Last name, first middle ⬅
Current Job Code and Title	

Return to home page

Proposed Job Code

- Select the correct job code – check to see if there were any changes during the year (e.g., promotions)

Home Department	4747000000 - Dave's Special Department
Original Hire Date	12/06/1990
Latest Hire Date	12/06/1990
Contract Status	SW - School - Working
Current Librarian Status	
Proposed Librarian Status	
Librarian Status Date	
Contract Name (Last, First Middle)	Last name, first middle
Current Job Code and Title	
Proposed Job Code	
Proposed Core Position Id	
Core Object Code	
Job Change Reason	
Year Rank Achieved (USC)	
Current Academic Title	
Proposed Academic Title	
Current Administrative Title	
Proposed Administrative Title	
Contract Begin Date	
Contract End Date	

Select a Job Code

097001 -- Librarian I -- E

097002 -- Librarian II -- E

097003 -- Librarian III -- E

097004 -- Librarian IV -- E

097005 -- Distinguished Librarian -- E

097006 -- Emeritus Librarian -- E

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Proposed Core Position ID

- There should only be <u>one</u> core position ID. If there is more than one, please notify Jacob Kroeze at jkroeze@provost.usc.edu

Home Department	4747000000 - Dave's Special Department
Original Hire Date	12/06/1990
Latest Hire Date	12/06/1990
Contract Status	SW - School - Working
Current Librarian Status	
Proposed Librarian Status	: ▼
Librarian Status Date	
Contract Name (Last, First Middle)	Last name, first middle
Current Job Code and Title	
Proposed Job Code	P0025821001 ▼
Proposed Core Position Id	Select Position Id
Core Object Code	
Job Change Reason	P0025821001
Year Rank Achieved (USC)	
Current Academic Title	
Proposed Academic Title	
Current Administrative Title	
Proposed Administrative Title	
Contract Begin Date	
Contract End Date	

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Core Object Code

- Use 11300 – Librarians for core salary

Job Change Reason

- This only applies to a change in the Job Code.
  - Reasons:

Contract Name (Last, First Middle)	Last name, first middle
Current Job Code and Title	
Proposed Job Code	097003 -- Librarian III -- E
Proposed Core Position Id	P0025821001
Core Object Code	11300 -- LIBRARIANS
Job Change Reason	
Year Rank Achieved (USC)	Select Job Change Reason Code
Current Academic Title	CP -- Competitive Hire Promotion
Proposed Academic Title	DE -- Demotion
Current Administrative Title	DP -- Internal Department Promotion
Proposed Administrative Title	EC -- Error Correction
Contract Begin Date	NH -- New Hire
Contract End Date	PR -- Promotion
Primary Department	RH -- Rehire

- You can skip this for a new FY19 reappointment

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Year Rank Achieved

- **Year Rank Achieved (USC)**
  - This is the **FISCAL YEAR** of the last promotion the Librarian received from USC.

- **This field MUST be correct**

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Year Rank Achieved (USC)

- Enter in the **fiscal year** in which the rank was awarded
    - Example: A Librarian is promoted from Librarian I to Librarian II on October 30, 2018. The Year Rank Achieved (USC) is FY 2019. You would enter 2019.
    - Example: A Librarian is promoted from Librarian II to Librarian III on March 18, 2019. The Year Rank Achieved (USC) is FY 2019. You would enter 2019.

| Proposed Job Code |
| Proposed Core Position Id |
| Core Object Code |
| Job Change Reason |
| Year Rank Achieved (USC) |

Proposed Academic Title

- Enter in the Academic Title that follows the Libraries' faculty job title guidelines. This does not need to match the Proposed Job Code.

- **Academic Title prints on the salary letter**

Proposed Job Code
Proposed Core Position Id
Core Object Code
Job Change Reason
Year Rank Achieved (USC)
Current Academic Title
Proposed Academic Title
Current Administrative Title
Proposed Administrative Title

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Proposed Admin Title

• Enter in the Title of the Librarian's Administrative Appointment. This should follow the title in the Librarian's administrative appointment letter.

Proposed Job Code
Proposed Core Position Id
Core Object Code
Job Change Reason
Year Rank Achieved (USC)
Current Academic Title
Proposed Academic Title
Current Administrative Title
Proposed Administrative Title

Proposed Admin Title

- FY19 Administrative Titles MUST be entered in the "Proposed Administrative Title" field
- The Administrative Title prints on the salary letter.

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Admin Appt Letter

- THERE **MUST** BE AN ADMINISTRATIVE APPOINTMENT LETTER OR MEMO FOR EVERY ADMINISTRATIVE APPOINTMENT
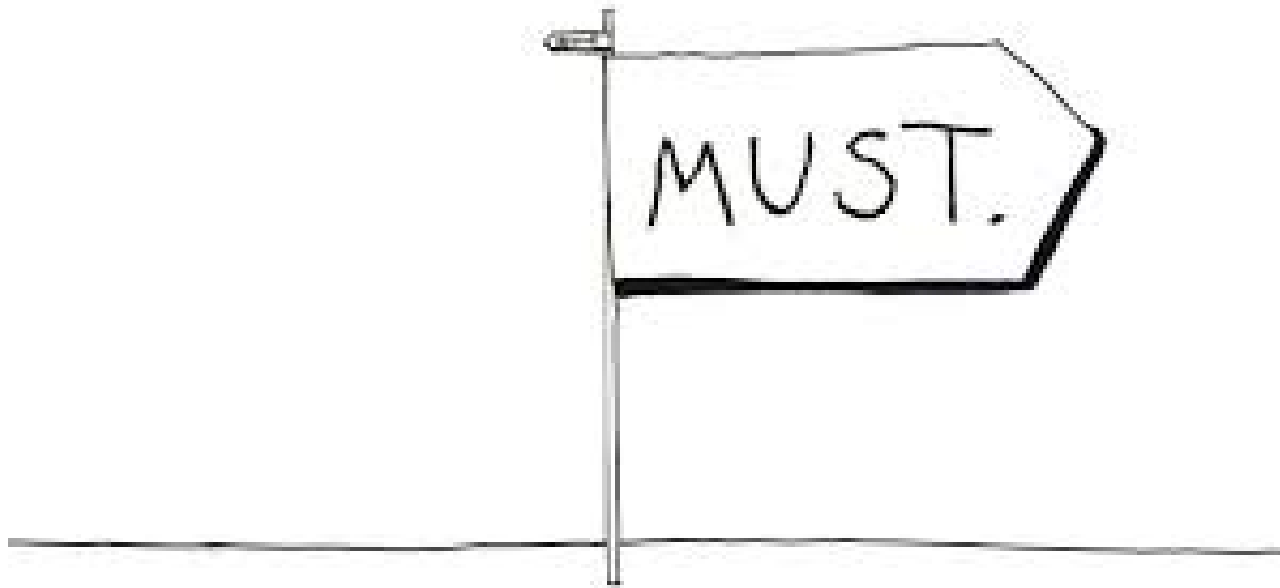
Contract Begin and End Date

- **Academic Year Contracts**
  - 08/16/YYYY to 05/15/YYYY

- **Fiscal Year Contracts**
  - 07/01/YYYY to 06/30/YYYY

- **FIELD RESTRICTION**:
  - Contract begin dates: DD= 1 or 16
  - Contract end dates: DD= 15 or 28, 29, 30, 31 (last day of month)

| Contract Begin Date | ← |
| Contract End Date | ← |

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Departments

- Make sure the appropriate departments are listed
- You can to list up to three departments in which the faculty member holds a joint appointment

Primary Department

Secondary Department

Tertiary Department

Return to home page

Joint Appointments

- Make sure that joint and/or secondary appointments are up-to-date and supported by a current Joint Appointment Checklist

Return to home page

Continuing Appt Decision Date

- If the faculty member is on Probationary status, he/she will have a "Continuing Appointment Decision Date."
  - Check the Librarian's offer letter
  - Check the Librarian's gold file to see if there were any extensions to the Continuing Appointment Decision Date

Primary Department
Secondary Department
Tertiary Department
Continuing Appointment Decision Date
Reappointment Status
Non-Reappointment Date

Return to home page

Continuing Appt Decision Date

- If the faculty member is on Probationary status, he/she will have a "Continuing Appointment Decision Date."
  - If you enter a Continuing Appointment Decision Date, the following language will print out:

    Your probationary, full-time appointment is subject to annual reappointment with a mandatory continuing appointment decision date no later than [DATE] as specified in the Faculty Handbook. Neither annual reappointment nor continuing appointment is guaranteed, both are discretionary with the University.

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Reappointment Status

- **Reappointment Status**
  - CA – Continuing Appointment
  - NRN – Notice of Non-Reappointment Required
    - This applies to both Contract and Probationary Librarians

Primary Department
Secondary Department
Tertiary Department
Continuing Appointment Decision Date
Reappointment Status
Non-Reappointment Date

Return to home page

Non-reappointment date

- The non-reappointment date for **Probationary Librarians** will be the same date as the Continuing Appointment Decision Date

- The non-reappointment date for **fixed term Contract Librarians** will be the same date as the Contract End Date

Continuing Appointment Decision Date
Reappointment Status
Non-Reappointment Date

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Proposed % FTE, % EFFORT

- **Proposed Percent of FTE** = Full-time equivalent salary
- **Proposed Percent of Effort** = Time Worked

Current Percent of FTE (actual)
Proposed Percent of FTE (actual)
Current Percent of Effort (actual)
Proposed Percent of Effort (actual)

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When is FTE Less Than 100%?

- **Examples**
  - On an approved unpaid leave for personal reasons
  - On an approved unpaid leave for professional reasons
  - On a modification of duties leave
  - On phased retirement

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Activity level

- NOTE: The only applicable levels are FT – Full Time and OL – On Leave. Part-time activity level in the Librarian module is no longer used.

Current Activity Level
Proposed Activity Level

FT – Full Time
OL – On Leave
PT – Part Time

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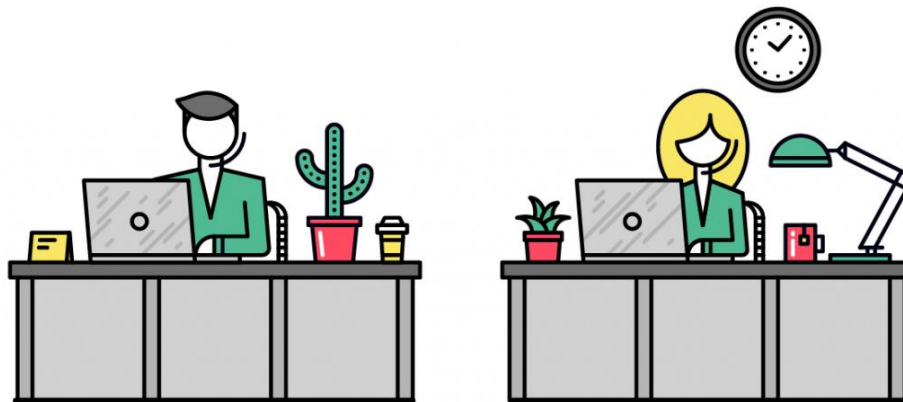
Activity level

- REMEMBER: Use "OL – On Leave" for Phased Retirement and other Leaves

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Proposed compensation basis

- Choose the correct compensation basis:

Proposed Compensation Basis

CF – Conditional Funding
EF – External Funding
OT – Other
PC – Partial USC – Conditional Funding
PE – Partial USC – External Funding
PF – Partial USC Funding
TF – Total USC Funding

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Proposed Actual Annual Core Pay

- Enter in the amount that the Librarian will **actually receive** during the contract period
- Update only as directed by your dean

Current Actual Annual Core Pay
Proposed Actual Annual Core Pay
Current Annualized Core Salary
Proposed Annualized Core Salary
Current Contract Months
Proposed Contract Months
Current Standard Contract Months
Proposed Standard Contract Months

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Proposed Contract Months

- Enter in the **actual number of months in the contract period**
  - For example, if a Librarian is a mid-year hire and starts work on January 1, 2019, then his/her "Proposed Contract Months" will be 6 (i.e., 1/1/19 to 6/30/19)
  - For example, if a Librarian takes off 2 months of personal leave in January and February 2019, then his/her "Proposed Contract Months" will be 10 (i.e., 7/1/18 to 12/31/18 and 3/1/19 to 6/30/19)

Current Contract Months
Proposed Contract Months

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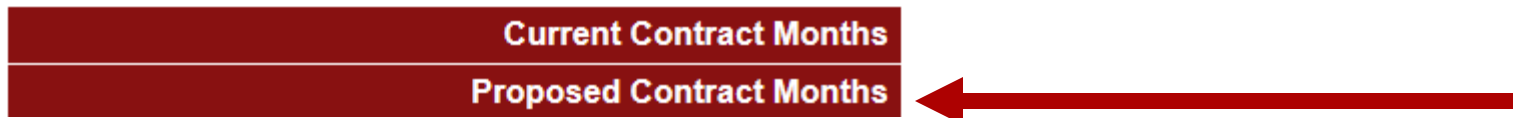
Standard Contract Months

- Enter in the **number of months under a Librarian's standard contract**
  - The default "Proposed Standard Contract Months" for Librarians is 12 months.

Current Standard Contract Months
Proposed Standard Contract Months

Return to home page

Vacation Benefits

- If you click "Yes," the following prints out:

Vacation Benefits   Yes

You accrue vacation benefits at a rate of 22 days per year up to a total of no more than 30 days, which must be taken at a mutually agreed upon time that does not conflict with your librarian responsibilities. After you accrue 39 days, you will not accrue additional vacation eligibility until you have taken your accrual vacation. For any librarian working less than 100%, the rate of vacation accrual is pro-rated based on the percentage of time worked.

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Merit rating

- **Insert Merit Rating**
  - Please select the merit rating number approved by the Dean. The Provost recommends using a 5-point scale, however other scales, including decimals, may be used as long as 1 is the lowest rating.
  - Default rating:
    1. Unsatisfactory
    2. Needs Improvement
    3. Meritorious
    4. Outstanding
    5. Exceptional

Merit Rating Information

Merit Rating	3.00

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Merit sign

- ## Use of + or -

  - Some schools may wish to rate their faculty as 5+ or 3-. The merit sign field provides the opportunity to select a +, - or may be left blank. This accommodates schools that use more than five ratings and also allows differentiation so that no more than half the faculty in a unit receive the same rating.

Merit Rating Information

Merit Rating	3.00
Merit Sign	
Merit Description	
Custom Group Number	
Merit-Based Percent Increase	

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Merit description

- **Merit description**
  - If a school has different wording they wish to include with their merit ratings, this text field may be used. Please be sure to use wording consistent with your school's merit ratings.

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Custom Group Number

- **Cohort Analysis**
  - Cohorts are defined by department, track and rank
  - If typical cohorts don't describe your faculty, your school can put faculty into numbered groups, and the group number can be entered here under "Custom Group Number"
  - Numbers 1 through 9 are available for you to define.

Merit Rating Information

Merit Rating	3.00
Merit Sign	
Merit Description	
Custom Group Number	
Merit-Based Percent Increase	

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Merit based percent increase

- ## REQUIRED
  - If a Librarian receives a salary increase, each school **MUST** enter in the percent of the increase that is based on MERIT
  - Any increase or any lack of increase that is outside of the school norm must be explained in the "Proposal Remarks" and in the faculty salary proposal.

Merit Rating Information

Merit Rating	3.00
Merit Sign	
Merit Description	
Custom Group Number	
Merit-Based Percent Increase	

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Other Salary Increase Reasons

- If a Librarian receives a salary increase for a reason(s) other than merit (e.g., promotion, market-adjustment), please include a description in the "Proposal Remarks"
- Do not include the salary increase for reasons other than merit in the "% Merit-Based Increase"

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Supplemental salary

- The salary letter includes details of supplemental salary pay
- To add an entry, click on "Add Suppl Line"

Supplemental Salary Section

Salary	Start Date	End Date	Proposed Suppl Position Id	Suppl Frequency	Salary Reason	Description	Salary Obj Code	Workday Comp Plan	Text

Add Suppl Line   Total: 0.00

Total Salary Section

Current Total Salary	
Proposed Total Salary	85,000.00
Current Institutional Base Salary	0.00
Proposed Institutional Base Salary	80,000.00

Return to home page

Supplemental salary

- Add all known supplemental salary into FSMS

USC Employee Services System

Librarian Proposal Process

Update Proposal

Supplemental Salary Section
(Now Editing Item 1 of 1)

Salary	
Start Date	
End Date	
Proposed Suppl Position Id	Select Position Id ▾
Suppl Frequency	Monthly
Salary Reason	Select Suppl Reason ▾
	Select Suppl Reason
	B - a Discretionary Bonus (Non-IBS) - 14241 - No Comp Plan
	HS - a Housing Subsidy (Non-IBS) - 14243 - Housing Allowance
Salary Obj Code	ASL - a Librarian Administrative Stipend (IBS) - 11320 - Stipend Pay-Administrative
Workday Comp Plan	EL - an Education Loan Repayment (Non-IBS) - 14251 -
Text	OTHER - an Other Supplement (Non-IBS) - 14242 - No Distinct Comp Plan (OTHER)

[Save Changes and Return to Summary]   [Exit - Do Not Save Changes]   [Delete This Item and Return to Summary]

Return to home page

Supplemental salary

- ## ALL KNOWN SUPPLEMENTAL SALARY MUST BE ENTERED INTO FSMS
  - Examples:
    - Bonuses
    - Administrative stipends
    - Other Compensation (teaching overloads, non-degree teaching)

- **Exceptions**:
  - Supplemental pay not known at the time the faculty salary proposal is submitted

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Supplemental Salary

- 14241 – Discretionary Bonus
- 14243 – Housing Subsidy
- 11325 – Librarian Admin Stipend
- 14251 – Education Loan Repayment
- 14242 – Other Compensation

Leave Section

- Click on "Add Leave Line" to add a leave

Leave Section

Leave Reason	Description	% Paid during Leave	Leave Start Date	Leave End Date	Leave Comment

Add Leave Line

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Academic Leaves

- <u>LEAVES</u>
  - **FL** – Fellowship Leave
  - **MOD** – Modification of Duties
  - **OTHER** – Other Leave
  - **SP** – School Paid Leave (e.g., ASHSS, Assistant Professor Paid Leave)
  - **SU** – School Unpaid Leave (e.g., for personal or professional reasons)

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Academic Leaves

- <u>PHASED RETIREMENT</u>
- **PR1** – A Phased Retirement Year 1 of 3
- **PR2** – A Phased Retirement Year 2 of 3
- **PR3** – A Phased Retirement Year 3 of 3
- **PR4** – A Phased Retirement Year 1 of 2
- **PR5** – A Phased Retirement Year 2 of 2

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Early Retirement Program

- These Phased Retirement Leaves are only for those faculty member who were part of the **Early Retirement Program (expired June 30, 2016)**
  - **PRFOUR1** – A Phased Retirement Year 1 of 4
  - **PRFOUR2** – A Phased Retirement Year 2 of 4
  - **PRFOUR3** – A Phased Retirement Year 3 of 4
  - **PRFOUR4** – A Phased Retirement Year 4 of 4
  - **PRFIVE1** – A Phased Retirement Year 1 of 5
  - **PRFIVE2** – A Phased Retirement Year 2 of 5
  - **PRFIVE3** – A Phased Retirement Year 3 of 5
  - **PRFIVE4** – A Phased Retirement Year 4 of 5
  - **PRFIVE5** – A Phased Retirement Year 5 of 5

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Leaves NOT included in FSMS

- **Statutory leaves**
  - Examples:
    - Medical leaves
    - Disability leaves
    - Military leave
    - Military spouse leave
- **Other Leaves**
  - Example:
    - Faculty paid parental leave

NOTE: A Request for Leave form should be completed by the faculty member, if he/she is able to do so, for administrative purposes. If he/she is not able to do so, the School's Faculty Affairs staff may complete the form and submit to the Provost.

Exhibit A Detail section

- **Exhibit A** is used when special conditions apply or when a faculty member has an administrative appointment.
- If Exhibit A External Funding, Faculty Practice Plan or Admin Stipend are checked, you must also check "Yes, See Exhibit A."

Exhibit A Detail Section

Special Terms, Conditions, Agreements	Yes See Exhibit A
Exhibit A External Funding	Yes
Exhibit A Admin Stipend	Yes
Exhibit A Additional Terms, Conditions, and Agreements	

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Exhibit A External Funding

- If you check "Yes," the faculty salary letter will include the following text:
  - "The university guarantees payment of that portion of the Librarian's compensation that is comprised of current unrestricted funds, departmental restricted funds, endowment funds and funding from other university schools in the "USC Guaranteed Amount" (as specified below). All other sources of funding ("External Funding Sources"), e.g. contracts and grants, are external and controlled by those funding entities. The external funding portion of the Librarian's compensation is contingent upon the availability of such funds from External Funding Sources."

Exhibit A Admin Stipend

- If you check "Yes," the faculty salary letter will include the following text:
  - "As with all administrative appointments at the University of Southern California, you serve at the pleasure of the president, provost, and dean, which is to say that the president, provost, or dean may dismiss you from this office at any time with or without cause, either on ninety days notice or on payment of the stipend in proportion to the extent notice falls short of ninety days."

"Pink Sheets"

- The "Pink Sheets" included recommendations for Exhibit A language – not all will apply to Librarians

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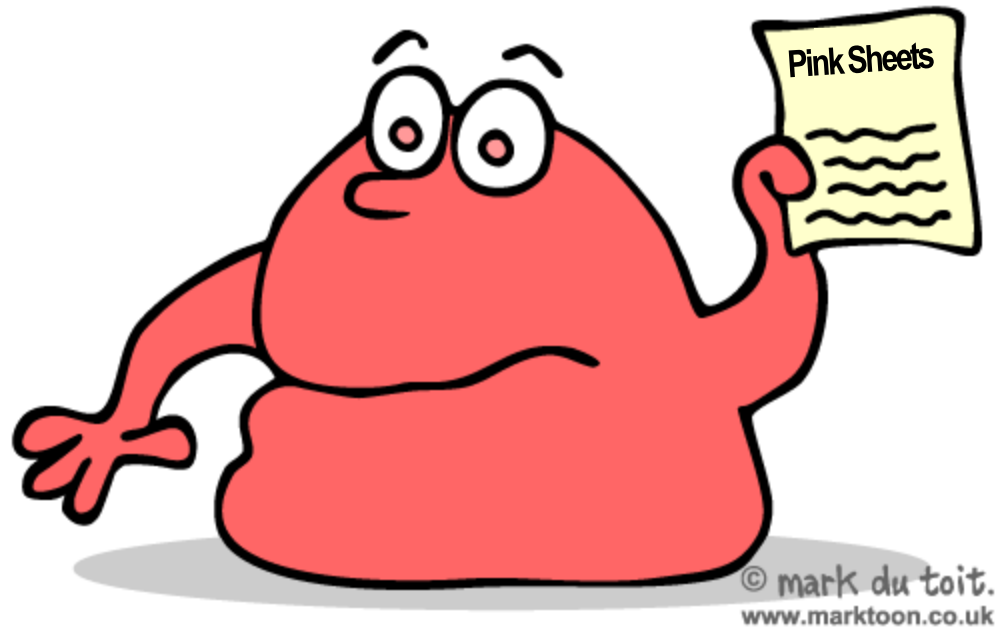
Promotions checklist

- If the Librarian was promoted in the prior fiscal year, make sure that the following is correct:
  - Proposed Librarian Status
  - Librarian Status Date
  - Job Code
  - Core Object Code
  - Year Rank Achieved (USC)
  - Proposed Academic Title
  - Reappointment Status

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Cont. Appt Dec. Date Extension

- If a Librarian on Probationary Status received a Continuing Appointment Decision Date Extension, be sure to check the following is correct:
  - Continuing Appointment Decision Date
  - Notice of Non-Reappointment Required
  - Non-Reappointment Date

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Proposal Remarks

- Add any clarifying information
- Does not print on the salary letter

Proposal Remarks (only appears on Salary Proposal, not on contract).

Remarks Text

DCS TEST

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Print a Contract or Letter

• Click on "Letter"
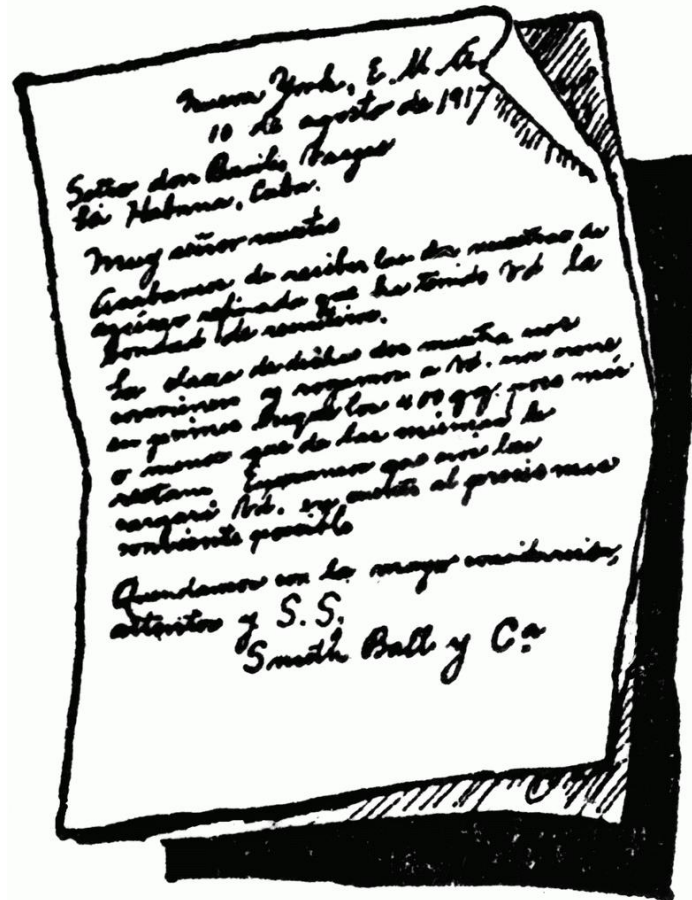
Insert IBS text in Letter

- If the Librarian applies for grants, then click on "Yes" – otherwise it is not necessary.

- When you click on "Yes," the following prints out:

    For those of you applying for federal grants, your University Institutional Base Salary (IBS) for the 2018-2019 fiscal year is at the rate of $_____.

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SCHOOL REPORTS

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FSMS reports

Employee Services System   USC University of Southern California

HomeMenu • Logout   🖨 Print Page

Home Menu

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Logout

14:09:45   **USC Employee Services System**   February 20, 2013
WEBPP.SCHREPT (V1.0)   WebPPSchrept
Saw User No: 889851   **Faculty School Reporting**   c0361985

Select Year   Select a Year to print report ▾
Select Report to print   Select a Report
Sort By   Select a Report

Campus(UPC/HSC/ALL)

Dropdown list:
- Select a Report
- WEBPP.SCHREPT.1 -- Proposed Leave Report
- WEBPP.SCHREPT.2 -- Exhibit A and Supplemental Salary Report
- WEBPP.SCHREPT.3 -- PT Proposal Roster
- WEBPP.SCHREPT.4 -- Roster of Proposals
- WEBPP.SCHREPT.5 -- Roster of Contracts
- WEBPP.SCHREPT.6 -- Proposed Job Code and Tenure Status Changes
- WEBPP.SCHREPT.7 -- Proposed Probationary Faculty Report
- WEBPP.SCHREPT.8 -- Proposed Salary Increase Report
- WEBPP.SCHREPT.9 -- Proposal Waiting to be Approved Report
- WEBPP.SCHREPT.10 -- Proposal Waiting for Signature Report
- WEBPP.SCHREPT.11 -- Salary Increase Summary by Increase Range
- WEBPP.SCHREPT.13 -- Female & Minority Faculty Salary Analysis
- WEBPP.SCHREPT.14 -- Female & Minority Faculty Salary Analysis with Custom Group
- WEBPP.SCHREPT.15 -- Faculty Practice Plan and Rebillable Comp Report
- WEBPP.SCHREPT.16 -- PT Certification Status
- WEBPP.SCHREPT.17 -- List of Faculty in Payroll without Current Contract in FSMS
- WEBPP.SCHREPT.18 -- Report of Proposals with IBS/FCPP/SUPPL Data
- WEBPP.SCHREPT.19 -- Keck Approved Faculty Compensation for Contracts and Proposal
- WEBPP.SCHREPT.20 -- Approved Faculty Compensation for Contracts and Proposal

Exit Process

#1 – Proposed Leave Report

#2 – Exhibit A and Supp Salary Report

#4 – Roster of Proposals

#5 – Roster of Contracts

#7 – Probationary Report

#8 – Proposed Salary Increase Report

#20 – Approved Faculty Compensation

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Annual Salary Proposal reports

- **REQUIRED REPORTS:**
  - **REPORT #1** (Proposed Leave Report 2018)
    - Verify that all the faculty members on leave are identified in FSMS
  - **REPORT #2** (Supplemental Salary/Exhibit A 2018)
    - Make sure that all faculty with an administrative stipend has an Administrative Title and an administrative appointment letter or memo
  - **REPORT #8** (Proposed Salary Increase Report 2018)
    - Ensure that increases and decreases in salary have been addressed in the dean's memo

- **Useful reports to check your proposal:**
  - **REPORT #4** (Roster of Proposals 2018)
  - **REPORT #5** (Roster of Contracts 2018)
  - **REPORT #9** (Proposals Awaiting Approval)
  - **REPORT #10** (Proposals Awaiting Signature)
  - **REPORT #20** (#19 for Keck) (Approved Faculty Compensation for Contracts and Proposals 2018)

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Required School Reports

- ## Report 1 – Proposed Leave Report

Primary Dept.	Dept Name	Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job Code	Proposed Job Title	Leave Reason	Leave Start	Leave End	Leave Comments
					School - Approved							

- ## Report 2 – Exhibit A and Supplemental Salary Report

Primary Dept	Dept Name	Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job Code	Proposed Job Title	Prop Suppl Salary	Suppl Sal Start Date	Suppl Sal End Date	Supplemental Salary Reason	Supplemental Salary Text	Proposed Admin Title	Additional Text
					School - Approved										

- ## Report 8 – Proposed Salary Increase Report
  - Includes "School-Working," "School Approved," and Core Salary.

Department Name	Empl ID	Employee Name	Prop Fac Status	Proposal Status Description	Time In Rank	Proposed Job	Proposed Job Title	Proposed Percent	Proposed Activity Level	Proposed Annual Core FTE	Current Annual Core FTE	Percent Increase	Remarks Text Field	MERIT	PLUS/ MINUS	Merit Text
			S	School - Approved	7	64036	Research Professor	100	Full Time							
			S	School - Working	5	64036	Research Professor	100	Full Time							

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Other School Reports

- Report 4 – Roster of Proposals
  - Shows "School-Approved" and "School-Working."

Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job	Proposed Job Title	Proposed Academic Title	Proposed Activity Level	Campus	Benefit Eligible
		Non-Tenure Track (Special)	School - Approved					Full Time	UPC	Y
		Tenure-Track (Probationary)	School - Working					Full Time	UPC	Y

- Report 5 – Roster of Contracts
  - Shows only "Contract-Printed." Does not including working proposals.

Primary Department	Department Name	Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job	Proposed Job Title	Proposed Academic Title	Proposed Activity Level	Campus	Benefit Eligible	Status Code Description
				Non-Tenure Track (Special)	Contract - Printed					Full Time	UPC	Y	Active Employee

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School Reports

- Report 6 – Proposed Job Code and Tenure Status Changes
  - Includes job code and job title changes
  - Includes "School-Approved" and "School-Incomplete" but not "School-Working"

Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job	Proposed Job Title	Proposed Academic Title	Current Academic Title	Curr Job	Current Job Title
			School - Approved		64112	Associate Professor-Instructional-N	Associate Professor of Professional		63008	Professor
			School - Incomplete		64113	Professor-Instructional-NTT	Clinical Professor of Communication	Clinical Professor of Communication	64046	Professor of Clinical

- Report 7 – Proposed Probationary Faculty Report
  - Includes Tenure Decision Date and Non-Reappointment Date

Primary Department	Department Name	Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job	Proposed Job Title
				Tenure-Track (Probationary)	School - Approved			

Continued below/…

Proposed Academic Title	Job Change Description	Hire Date	Adjusted Hire Date	Year Rank Achieved	Proposed Percent	Ten Dec Date	Reappt Status	Non-Reappt Date	Email Address
		8/16/2012	8/16/2012	2012	100	5/15/2018	NR	2/15/2015	

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School Reports

- Report 9 – Proposals Waiting to be Approved
  - Limited to "School-Working" proposals only.

Primary Department	Department Name	Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job	Proposed Job Title	Proposed Academic Title	Proposed Activity Level	Campus	Benefit Eligible	Proposed Job Title
				Tenure-Track (Probationary)	School - Working	2				Full Time	UPC	Y	Assistant Professor

- Report 10 –Proposals Awaiting Signature
  - Shows only "School-Approved" proposals.

Department Name	Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Time In Rank	Proposed Job	Proposed Job Title	Proposed Academic Title	Proposed Activity Level	Campus	Benefit Eligible	Proposed Job Title
			Non-Tenure Track (Special)	School - Approved					Full Time	UPC	Y	Lecturer

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School Reports

- Report 18 – Report of Proposals with IBS/FCPP/SUPP data
    - Shows "School-Approved" and "School-Working."
    - Shows current year salary information (e.g., the financial year input into the report request)

Empl ID	Employee Name	Proposed Tenure Status Description	Proposal Status Description	Proposed Job	Proposed Academic Title	Full Time Part Time Status	Proposed Activity Level	Campus	Benefit Eligible	Curr Job	Core Totl...	Suppl Totl..	FCPP Totl...	Grand Total....
511799	Abrahamson, Alan Yale	Non-Tenure Track (Special)	School - Approved	64003	Lecturer of Journalism	Full Time	Full Time	UPC	Y	64003	63072	0	0	63072
140561	Brabham, Daren Carroll	Tenure-Track (Probationary)	School - Working	63004	Assistant Professor of Journalism	Full Time	Full Time	UPC	Y	63004	97380	0	0	97380

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School Reports

- Report 19 – Keck Approved Faculty Compensation for Contracts and Proposals
  - Includes prior year and current year salary information
  - Does NOT include contract status as a category (e.g., "School-Working", "School-Approved", "Contract-Printed")

Empl ID	Employee Name	Primary Department	CCore Acad	CCORE PRAC	CURR SSAL ACADEMIC	CURR SSAL PRACTICE	ADMIN STIP ACADEMIC	ADMIN STIP PRACTICE	Total Core Salary	TOT SUPSAL	Fixed Tot Core&Suppl	Tot Admin Stipend .	Total IBS	Approved Clinical Ovrld Max	Act Clinic Overload	Teaching Overload	Incntv Pay	C BONUSES	Grand Tot Compensatn	Merit CRate
		1503050000																		

Continued below/…

Primary Department	PCore Acad	PCore Prac	PSupp Acad	PSupp Prac	Pro Admin Stip Acad	Pro Admin Stip Prac	Pro Total Core Sal	Pro Total Supp Sal	PFixed Tot Core&Suppl	PTot Admin Stipend	PTotal IBS	Approved Clinical Ovrld Max	Pro Clinic Overload	Pro Teach Overload	Prop Incntv Pay	P BONUSES	Prop Grnd Tot Comp	CRati	TIBS	Comp Ratio	Merit PRate
1503050000																					

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School Reports

- Report 20 – Approved Faculty Compensation for Contracts and Proposals
  - Includes prior year and current year salary information
  - Includes all contracts that have been approved, even if they are currently "School-Working"
  - Does NOT include contract status as a category (e.g., "School-Working", "School-Approved", "Contract-Printed")

Empl ID	Contract Name	ContractDept	CCore Acad	Curr SSal	Suppl Sal Start Date	Suppl Sal End Date	Supplement Desc	Obj Cd	Supplemental Text	CURR SSAL ACADEMIC	Total Core Salary	TOT SUPS AL	Fixed Tot Core&Suppl	Total IBS	C BONUSES	Grand Tot Compensatn

Continued below/…

Merit CRate	Proposal Dept	PCore Acad	Prop SSal	Suppl Sal Start Date	Suppl Sal End Date	Supplement Desc	Obj Cd	Supplemental Text	Pro Total Supp Sal	Pro Total Core Sal	PFixed Tot Core&Suppl	PTotal IBS	P BONUSES	Prop Grnd Tot Comp	CRati	TIBS	Comp Ratio	Merit PRate

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FSMS reports

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FSMS reports

14:21:33
WEBPP.SCHREPT (V1.0)
Saw User No: 942129

USC Employee Services System

Faculty School Reporting

Select Year	2015 ▼
Select Report to print	Select a Report
Sort By	Sort By ▼
Full/Part Time/All(F/P/A)	F/P/A ▼
Department Code	
Campus(UPC/HSC/ALL)	UPC/HSC/ALL ▼
Benefit Eligible(YES/NO/ALL)	Y/N/A ▼
Print Name Format (L/F/C)	L/F/C Name ▼

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BATCH APPROVAL

BATCH approvals

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Batch approvals

Batch approvals

- You can save time by approving your faculty contracts in batches of 25 after you have input the faculty contract information

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OTHER FACULTY AFFAIRS ISSUES

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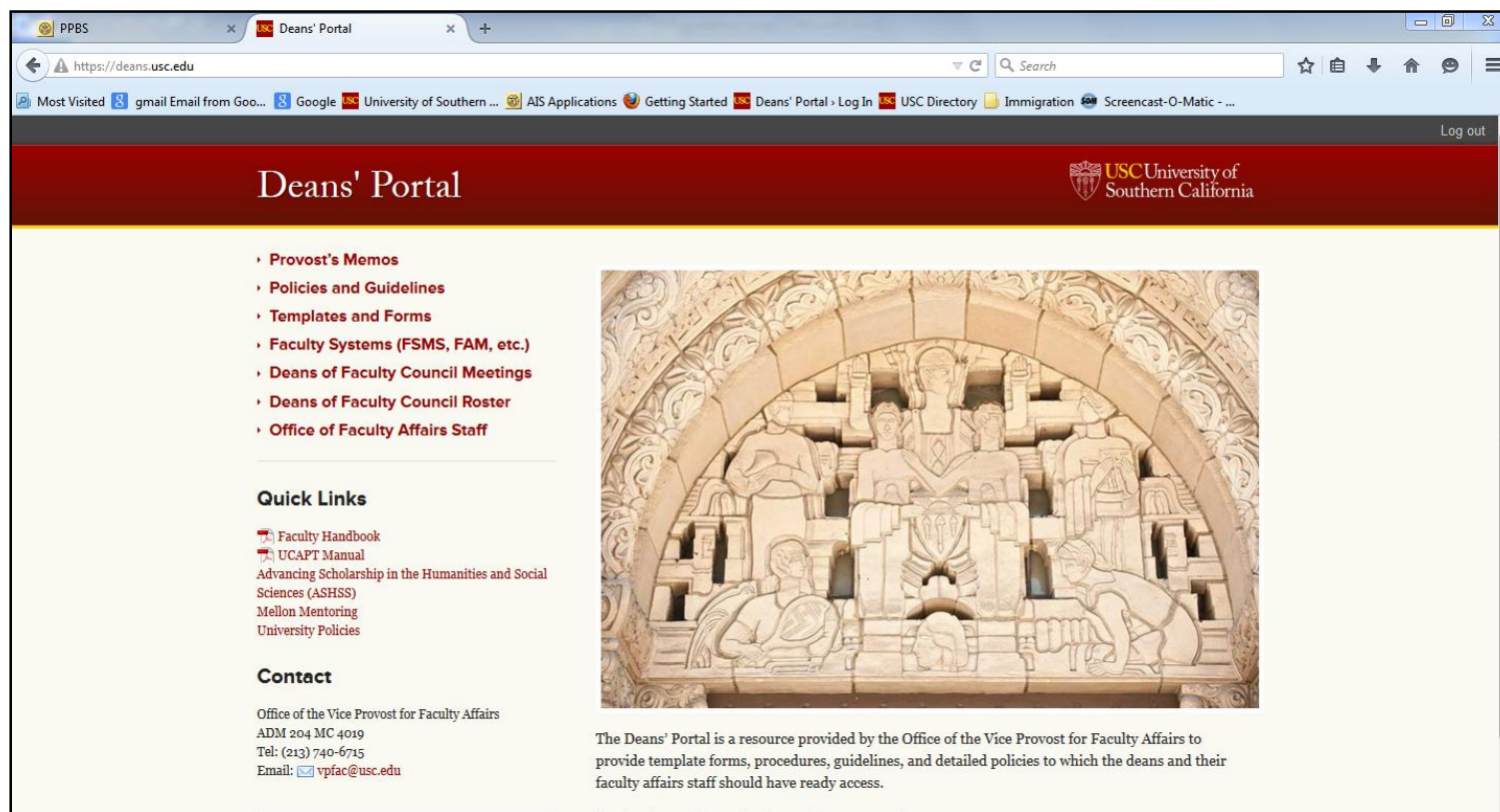
DEAN'S PORTAL

Deans' Portal

- https://deans.usc.edu/

Deans' Portal

- "Faculty Salaries" under "Policies and Guidelines" includes:
  - Provost's Faculty Salaries memo
  - FSMS Training Powerpoint

https://deans.usc.edu/policies/salaries/

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Deans' Portal

- FY18-19 salary memo to be posted under "Provost's Memos"

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Deans' Portal

- Posting Waiver under "Policies and Guidelines"

Deans' Portal

- Posting Waiver under "Policies and Guidelines"
  1) Recalling a retired faculty member to active duty
  2) Giving a supplementary part-time teaching assignment to an existing staff member
  3) Giving an assignment to a faculty member who is temporarily inactive status (code IW)
  4) Changing effort from FT to PT
  5) Promotion
  6) Change of one FT RTPC faculty title to another, or one PT RTPC faculty title to another
  7) Supported by direct fellowship
  8) On sabbatical from another institution
  9) Paid by another institution and leased or loaned to USC
  10) Employed by an affiliate of USC and a USC appointment is necessary for the person to participate in a USC program
  11) A volunteer rather than a paid employee
  12) Unforseeable emergency due to an unforeseen occurrence
  13) Temporary appointment – outstanding Qualification & Expertise
  14) Outstanding qualifications
  15) Dual career hire
  16) Search committee considers or invites a senior persons

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Deans' Portal

- "Leaves and Sabbaticals" under "Policies and Guidelines"

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Deans' Portal

- Retirement under "Policies and Guidelines"

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Deans' Portal

- RTPC and PT Faculty under "Policies and Guidelines"

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Deans' Portal

- RTPC and PT Faculty under "Policies and Guidelines"

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Deans' Portal

- Offer Letters under "Forms and Templates"

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Deans' Portal

- Offer Letters under "Forms and Templates" (cont.)

Other Templates

- Volunteer Faculty Appointment Letter (Word)
- Continuing Education Summer Instructor
- Staff Teaching Template (Word)

Template Language for Offer Letters

- University Disclaimer for "Informal" Offers (August 21, 2014)
- Language Limiting "Outside Teaching" (October 23, 2014) – For optional inclusion in new offer letters, annual salary letters, and reappointments.
- Housing Assistance Language for Faculty Offer Letters (revised November 5, 2014)
- Housing Assistance Offer Letter Amendment (revised July 19, 2017)

Arbitration Agreement

- Agreement to Arbitrate Claims (revised April 2015)

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Deans' Portal

- Leave forms under "Forms and Templates"

Deans' Portal

- Administrative Appointment Template under "Forms and Templates"

Deans' Portal

- Retention Memo Template under "Forms and Templates"

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Deans' Portal

- Retirement Templates under "Forms and Templates"

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Deans' Portal

- Termination Templates under "Forms and Templates"

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LASERFICHE

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Laserfiche

- Schools enter documentation supporting contract changes including OFFER letters and appointment documents

- VPAFA enters approved leaves; retention agreements; provost-approved overloads; administrative appointment letters signed by the provost

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Meta Data

- Use "Faculty Affairs" Template
- "Document Type" is required
- Employee ID (7-digit)
- USC ID (10-digit)
- Last Name
- First Name
- Degree
- Gender
- Ethnic Code
- Department

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Meta Data

Other data:

- Academic Rank
- Academic Status (Tenured, TT, RTPC)
- Full or Part-Time
- Endowed Chair/Professorship
- Faculty Distinction
- Joint Appointment
- Appointment Year
- Year Promoted to Associate Prof
- Year Promoted to Full Professor

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Meta Data

Other data:

- Leave of Absence

- Sabbatical Leave

- Sabbatical Postponement/Special

- Medical Leave

- Faculty Problems

- Grievance

- Harassment Proceedings

- Dismissal Proceedings

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DEBORA'S TOP 8

PROBLEM AREAS

1 – LEAVES

- Follow the **Leave Documentation Guidelines**
- Update the Proposed Activity Level AND the Leave Menu
- Be sure to Remove the Proposed Activity Level if faculty was on leave in FY18 but is no longer on leave in FY19

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2 – CONTINUING APPT DATA

- All **LIBRARIAN STATUS DATES** must be entered for Librarians with Continuing Appointments
- All Probationary Librarians must have their **CONTINUING APPOINTMENT DECISION DATE** entered

3 – MERIT INCREASE

- Enter only the merit-based portion in "% Merit Increase"
- If the total increase is greater than the % Merit Increase, please explain in the Proposal Remarks (e.g., promotion increases, market-based adjustments). The Proposal Remarks do not print on the salary letter.

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4 – Mid-Year Contract Changes

- **Prior Approval Required**
  - All faculty salary adjustments during the academic and fiscal year must be approved in advance by the dean and by the Vice Provost for Academic and Faculty Affairs
  - Please make sure your department chairs and school staff do **not** make changes to salaries in Workday at any time unless the changes are approved in advance by your dean **and** the Vice Provost for Academic and Faculty Affairs
  - Dean-Approved Overloads are the Exception

PRIOR APPROVAL REQUIRED

Mid-Year Dean-Approved Overloads

- **First course/service FALL and SPRING overloads** at the school's standard rate

- **Non-Degree Teaching** up to one day per week

- **Summer pay** for faculty on academic year contracts equal to or less than 3/9 of the annual core salary

- **Summer research pay** equal to or less than 2/9 of the annual core salary if pre-approved by the funding agency

Please advise your departments that these must be entered into the FSMS contract BEFORE the activity takes place.

No Mid-Year Core Salary Changes

- The only midyear amendments that can be authorized at the school level must be consistent with University policies regarding overloads, administrative appointments, and non-degree teaching, or are involved with a leave or retention issue.

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Mid-Year Admin Appts

- **Administrative appointment letter or memo**
  - Each administrative appointment must be codified in an administrative appointment letter or memo
    - Templates are on the Dean's Portal
  - Additional compensation for administrative appointments should be included in the administrative appointment letter or memo as an administrative stipend
    - The administrative stipend must be entered into FSMS and will appear in the annual salary letter

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Mid-Year Admin Appts

- **Provost approval required for:**
  - **Direct reports to the dean**
    - Administrative appointments and stipends for positions that report directly to the dean
  - **Unusual admin stipends or admin roles**
    - Administrative appointments and/or stipends that fall outside of the admin stipend scales submitted with the FY19 faculty salary proposal
- Requests for approval must be accompanied by the appropriate Administrative Appointment Letter or Memo

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Mid-Year Changes in FSMS

- **Regardless of amount,** all administrative stipends, supplemental pay, administrative appointments and leaves must be entered and kept current in a faculty member's contract in FSMS

FSMS

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5 – RETIREMENT

• Since the Early Retirement Program ended 6/30/16, phased retirements are limited to two years and an additional third year requires a dean's memo to the provost for approval

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6 – DO IT RIGHT

- When a memo from your dean to the Vice Provost for Academic and Faculty Affairs is required, please make sure that it is completed, signed and submitted with the school's request.

do it right.

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7 – DEAN'S PORTAL

• Go to the Dean's Portal for a treasure chest of information on policy and sample templates

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8 – DON'T WAIT

- Enter new hires, overloads, and other info as soon as possible.

FSMS Update for Librarians FY19

FACULTY SALARY MANAGEMENT SYSTEM

FEBRUARY 21, 2018

RE FY 2019

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