UNIVERSITY OF COLORADO
SCHOOL OF MEDICINE

SOM ADMINISTRATION – TOOLS FOR SUCCESS
Dean’s Office Professional Development Series

Table I Planning Process

“Do it right first; don’t ask for forgiveness later.”
**Dates & Increase %:**

- Mid-year salary increases will be allowed for Faculty and PRA’s effective January 1, 2014
- Only for individuals for whom increases can not wait until July
- By October 28\(^{th}\), data will be pulled from HR for Faculty/PRA with any effective date up to and including January 1, 2014.
- Last week of October you will receive Tables with instructions to departments.
- NO faculty or PRA increases on General Funds (10)
Table 1 Planning (continued)

- Increases - Use **3%** cap for Faculty/PRA.
- Any increase **6%** or over will require written justification and the justification FORM submitted w/Table.
- Under no circumstances should a unit exceed 3% on the Faculty and PRA tables (separately)
- Chairs generally do not submit January increases for themselves and if so, must be discussed with the Dean
- PRA/Research Assoc. increases from Spon. Proj. only
- Table I for Faculty/PRA **due to Terri/Madeline by November 20 to SOM.Finance@ucdenver.edu**
**TABLE I FACULTY/PRA PLANNING**

**The Data:**
The Dean’s Office provides the initial data for Table I. Table I data is pulled from the most current data from HR (PeopleSoft) system. The data pulled from HR is:

- Name
- Employee ID
- Job Code
- Job Code Title
- Department/Division
- FTE
- Percent of Time
- Multiple Components of Pay (MCOP)
  - Base, Supplement & Stipend
- Other - Temp Pay
  - ADMSTP & SUPPLE
- Annual Salary
- Funding Distribution
- Gender
In addition, other data from the previous Table I is pulled and matched to what was pulled from HR. This data from Table I that is used again is:

- Degree
- Tenure status
- Admin Title
- VA Pay
TABLE I FACULTY/PRA PLANNING

Data to be Changed /CORRECTED:
• Add New Hires thru 1/1/14 that aren’t on Table (in red)
• Delete terminating employees (incl. list & date)
• Update Degree, Tenure, Admin/position title
• Update FTE (comparable to % of time)
• Update new pay and change bases if appropriate
• Review that only Prof., Assoc. Prof. & Asst. Professor have Base amounts listed – no Rsch.
• Update Sources of Funds
• Update Reasons for Compensation change
TO: Richard D. Krugman, M.D.  
Dean, School of Medicine  

FROM: Terri C. Carrothers  
Associate Dean, Finance and Administration  

DATE: March 8, 2013  

RE: COMPUTATION OF BSI BASE COMPENSATION FOR FY 2013-14  

<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Current Base Salary</th>
<th>Base Salary for 2013-14</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>$106,885</td>
<td>$107,902</td>
<td>.95%</td>
</tr>
<tr>
<td>Assoc Professor</td>
<td>$70,639</td>
<td>$71,833</td>
<td>1.69%</td>
</tr>
<tr>
<td>Asst Professor</td>
<td>$62,246</td>
<td>$62,574</td>
<td>.53%</td>
</tr>
</tbody>
</table>

Effective as base salaries for FY 2013-14 (subject to Regent approval).  

Approved:  
Richard D. Krugman, M.D.  
Dean, School of Medicine  

Date: 3/8/13
ADMSTP & SUPPLE Pay Codes:

• These pay codes should be used for pay that is temporary in nature.

• These codes do not feed into annual salary in HR and may not be used in retirement or termination payout calculations.

• If pay falls within these categories, it will be included on Table I, but in a separate column that does not feed into Annual Compensation.

• If pay is included in this separate column and you believe it should be in annual compensation, then the pay code needs to be changed to a “BAS” pay component in HR and moved to the applicable Base category on Table I – i.e. BASM, BASSUPP
**TABLE I FACULTY/PRA PLANNING**

**VA Pay Faculty:**

- VA pay for faculty will be reflected in a separate column at the end of the spreadsheet along with a column for the applicable “1/8ths” that the VA salary represents.
- This is not reflected under the “Compensation” columns or under the “Sources of Funds” columns. The compensation columns are designed to match to the data that is in HR or that will be in HR upon approval of the changes.
- However, the VA data is important data that is utilized in many surveys and therefore, will continue to be captured on the Table I.
- Total at end of spreadsheet adds VA pay to total annual compensation.
Grandfathered Bases:

• These base amounts were in effect in FY 1995-96 prior to the implementation of the BSI plan. Therefore, these amounts were grandfathered for tenured faculty.

• If the grandfathered Base is greater than the annual approved Base amount each year, then this grandfathered base will be listed in the Base column on Table I.

• If the grandfathered Base is less than the annual approved Base, then the annual approved Base is listed on Table I.

• If you are unsure whether a Base is grandfathered or the amount for the grandfathered Base, we can provide that information to you.
Important Formulas:

- Increase/Decrease amount columns and % increase/decrease columns are formula driven. The formulas in those columns are designed to take into account FTE changes listed in the compensation sections. These formulas should be copied to any new rows that are added (especially for the new hires).

- Variance formulas are included after the “Sources of Funds” section and after the “Reasons for Compensation Adjustments”. Variances in these columns indicate that the new data has not been entered in these sections. These formulas need to be copied to any new row added. Variances (anything other than zero) in these columns need to be fixed prior to submitting of Table I.

- Grand Total Formula should be checked to ensure any inserted rows are feeding to the bottom line.
Admin Errors/Mistakes

• It is imperative that DFA’s start now by talking with their Chair and on the direction of the Chair, you will advise your faculty, Divisions, sections, etc. IF they may submit mid-year increases, and relay firm deadlines and process requirements.

• Once you submit to the Dean’s office (by Nov. 20) your Table is considered done and our review and UCD Finance review will take place.

• NOTE: Tables will ONLY be accepted from the DFA’s which verifies that you have reviewed and are affirming the Tables are clean and accurate.
Admin Errors continued.....

• You need to be sure your Table is correct, and there are no missing new hires, raises or other late entries. Not having talked with a PI or Chair about proposed increases, or they or you missing the deadlines are NOT acceptable Admin Error reasons. Errors are mistakes generally caught downtown, and are not omissions. If you miss the deadlines the next window for increase is July 1, 2014.

• The deadlines are hard not soft. We and UCD Finance have various consolidation Table II-V reports to complete post submission.
Table I Planning Process

Any Questions???