Table I Planning Process

“Do it right first; don’t ask for forgiveness later.”
TABLE I PLANNING

**Dates:**

- End of March to pull data from HR for both Exempt & Faculty/PRA
- First week of April send Tables with instructions to departments
- Regents meeting April 9th to discuss salary caps
- Use 3% cap for Faculty/PRA for now
- Exempt salary cap will have to wait to Regents decision if increases are allowed
- Table I for both Exempt & Faculty/PRA due to Terri/Madeline by May 1st
**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:

<table>
<thead>
<tr>
<th>Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Employee ID</td>
</tr>
<tr>
<td>Job Code</td>
</tr>
<tr>
<td>Job Code Title</td>
</tr>
<tr>
<td>Department/Division</td>
</tr>
<tr>
<td>FTE</td>
</tr>
<tr>
<td>Percent of Time</td>
</tr>
<tr>
<td>Multiple Components of Pay (Base)</td>
</tr>
<tr>
<td>Other Components of Pay (ADMSTP &amp; SUPPLE)</td>
</tr>
<tr>
<td>Annual Salary</td>
</tr>
<tr>
<td>Funding Distribution</td>
</tr>
</tbody>
</table>
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
- Admin Title
- VA Pay
TABLE I FACULTY/PRA PLANNING

Data to be Changed:

• Add New Hires (in red)
• Delete terminating employees
• 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.
• Update Sources of Funds
• Update Reasons for Compensation
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.
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 will no longer be 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.
- Will add Total at end of spreadsheet that 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.

- 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 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.
<table>
<thead>
<tr>
<th>TABLE I EXEMPT PLANNING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>•</strong> Spreadsheet is less complicated than faculty/pra Table I</td>
</tr>
<tr>
<td><strong>•</strong> Overall salary % increase and guidelines will be sent once we receive – if raises are permitted</td>
</tr>
<tr>
<td><strong>•</strong> Individual &amp; Bottom line % increase for Dept/Div/Center/Unit needs to match Regent approved cap</td>
</tr>
<tr>
<td><strong>•</strong> Notes column is used for brief description for salary change – less than 20 characters</td>
</tr>
</tbody>
</table>
Table I Planning Process

Any Questions???
Upcoming Modules

Module VII – Human Resources
April 25, 2013, 12:00-1:30 p.m.
Research 1 North, Hensel Phelps Auditorium West (P18-1006)
Presenters: Cheryl Welch, Chris Scanlan

• Leave
• Sabbatical
• Leave without pay
• Leave of Absence

Please refer to the Calendar on our Administrative Toolbox web page for dates, modules and to register.
http://www.ucdenver.edu/academics/colleges/medicalschool/administration/admin_offices/DFA/Pages/Calendar.aspx