

UW-WHITEWATER 2021-2023 PAY PLAN ADMINISTRATION

Pay Plan January 2023

Introduction

This document serves to outline the process the University of Wisconsin-Whitewater will use to administer the second half of the 2021-23 Pay Plan.

Policy and Procedure Background

The 2021-23 State of Wisconsin Biennial Budget from Governor Evers includes a pay plan scheduled for adjustments of 2% on January 2, 2022, and 2% on January 1, 2023.

The UW System Pay Plan Distribution Guidelines for the University Workforce is located at [UW System Administrative Policy 1278](#). Compensation adjustments for university workforce shall be distributed on the basis of merit and on the basis of solid performance. Employees who meet the standard for meritorious and solid performance will receive the pay plan increase.

Time Line

- Employee eligibility determination date October 1, 2022
- Mandatory training due December 1, 2022
- Performance evaluations due December 1, 2022
- Pay Plan effective date is January 1, 2023, paid on January 26, 2023

Employee Eligibility

- Continuing staff, who are active on or before October 1, 2022
- Has a current performance evaluation on file, which indicates an overall rating of “meets expectations”; completed January 2021 or later
 - except those hired after December 1, 2021 as their annual review is not yet due.
- Completed the Sexual Harassment Awareness training within the last three [3] years
- Completed their Information Security Awareness training within the past twelve [12] months
- Completed Mandatory Reporter Training if new hire
- Grant funded position may be eligible, based on the granting authority and funding availability.
- Those with a 50% or more appointment

Employees Not Eligible

- Employees who receive exclusively lump sum payments;
- Graduate Assistants, because they are adjusted on or about July 1st of the fiscal year if and, when applicable;
- University Staff Temporary Employee [USTE];
- This Pay Plan does not include those covered by a bargaining agreement [those are handled separately, based on the negotiated amount]

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Process

Eligible employees for the second half of the 2021-23 Pay Plan:

- Will receive pay plan computed on the employee's base salary in place on October 1, 2022,
- If there is a change in employee performance before December 1, 2022, the Chancellor has the discretion to approve or deny the pay plan distribution;
- Employees who are serving in an Interim appointment will receive the Pay Plan increase on the full interim salary. When/if they return to their prior position they will see the 2% increase on their base salary for that position.

Performance Evaluations:

Information for Faculty and Instructional Academic Staff performance evaluations is available from the Office of the Provost.

Information for Non-Instructional Academic Staff, Limited Staff and University Staff performance evaluations is available from the Human Resources office.

Completed evaluations must be submitted to Performance@uww.edu on or before December 1, 2022 to be eligible for the pay plan.

Employees hired after December 1, 2021 do not need to have a performance evaluation completed by December 1, 2022 as they have not yet worked 12 months.

****Note: Beginning 2023 all employee performance evaluations will be moved to a single annual due date of 6/30.***

Mandatory Trainings:

Employees can view their training status in <https://my.wisconsin.edu/> portal and selecting the Mandatory Training tile, then Dash Board, Review Grades.

Employees will receive an automated message from UW System Service Operations if a training is due.

If you have any difficulty or have questions, you can contact UW System Service Operations Customer Support at serviceoperations@uwss.wisconsin.edu.

If employees have a training that is due, they will receive an email from UW-Whitewater indicating which trainings need to be completed by December 1, 2022.

Supervisors will also be notified of the employee trainings needed.

Notices will be sent by the Human Resources department every 2 weeks through November.

If after completing the mandatory training an employee continues to receive notifications that training is still needed, please contact HR@uww.edu with information regarding when the training was completed.