

**UNIVERSITY OF ILLINOIS URBANA CHAMPAIGN**  
**FY 2022**  
**BUDGET GUIDELINES**

Issued June 18, 2021

**SALARY RATE INCREASES**

The general personnel salary program consists of a merit-based 2.0% increment, except where union settlements dictate otherwise. The effective date of the increases for budgeted academic employees is August 16, 2021, and for civil service employees is August 22, 2021. Non-budgeted academic employees will receive their FY2022 raises on their Anniversary Date beginning July 1, 2021 or after, as needed.

As a merit-based 2.0% program, it is expected that there will be a range of salary increases within a unit. Salary increase decisions for individuals funded with restricted funds are subject to the same guidelines as govern such decisions for individuals funded with State funds. Since we are in the process of salary program administration, units should refrain from submitting requests for mid-year salary adjustments except in cases of retention or other extenuating circumstances.

As in the past, Provost Office approval is required for the following specific cases:

- Salary increases greater than 7.0%
- Academic salary assignments of greater than \$90,000 that are new appointments or are meeting/exceeding this salary level for the first time (per Communication No. 3)
- Salary increases for academic and open range civil service employees hired on or after March 1, 2021, or who received a significant pay increase on or after March 1, 2021

With the exception of greater than \$90,000 cases, which require no explanation, these approval requests should be entered into the comments field of Salary Planner. They will be reviewed by Illinois Human Resources and the Office of the Provost in Salary Planner. Thus, **there is no need to submit a supplementary listing.**

Units should conduct performance appraisals in accordance with campus policies before recommending increases. Completed appraisal forms will be retained in the unit.

**Compression, Market, Equity, and Retention (CMER) Increases**

In addition to the merit-based salary program, tuition units have the ability to award additional (self-funded) increases to address compression, market, equity and retention (CMER) issues in their college where warranted and if they have available resources. The vast majority of these increases should be directed to faculty. To the extent that a tuition unit wishes to award a small pool of CMER increases to Academic Professional/Open Range Civil Service employees, please email [provostbudget@illinois.edu](mailto:provostbudget@illinois.edu) with your

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proposed plan (for example, 0.25% of base salaries to 25% of AP/Open Range employees) by July 16, 2021, so that the Office of the Provost can provide feedback prior to its implementation. Units will continue to have the ability to address faculty CMER issues during the course of the academic year, with Provost Office approval. (Please note separate NTFC CMER section below.)

### **Eligible for Salary Program**

Academic and open range civil service employees are eligible except where noted in the Ineligible section. Employees who have been issued a notice of non-reappointment due to reclassification to civil service or for budgetary or programmatic reasons are eligible for consideration for a salary increase.

### **Ineligible for Salary Program**

Academic and open range civil service employees who were hired (new hire or new position) on or after March 1, 2021, or who received a significant pay increase effective March 1, 2021, or after, will not generally be considered for an August 2021 increase unless a prior commitment was made.

### **Employees who have been issued a notice of non-reappointment based on performance shortcomings should not receive a salary increase.**

Open range civil service employees in a probationary period are not eligible for consideration for a merit increase until they have successfully completed their probationary period *per University Policy and Rules for Civil Service Staff, Rule 5.15, Open Range Pay Plan/Merit Increases* (<https://nessie.uihr.uillinois.edu/pdf/policy/rules/pr5r15.pdf>). Open range civil service employees serving a probationary period at the time of the salary program effective date may be granted a merit increase within 30 calendar days following completion of the probationary period.

### **Promotion in Rank Increases**

Promotional increase amounts for tenure system and specialized faculty are listed below.

<b>Tenure System Rank</b>	<b>Amount</b>
Assistant to Associate Professor	\$7,000
Associate to Full Professor	\$10,000

<b>Specialized Faculty</b>	<b>Amount</b>
Instructor to Senior Instructor	\$2,000
Lecturer to Senior Lecturer	\$2,000
Teaching/Clinical/Research Assistant Professor to T/C/R Associate Professor	\$3,000
Teaching/Clinical/Research Associate Professor to T/C/R Professor	\$4,000

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Campus funding will be provided for the tenure system faculty promotional increase amounts listed above but not for the specialized faculty increases. Colleges are authorized to provide promotional increase amounts over and above those listed for both tenure system and specialized faculty. The campus funding for tenure system faculty promotional increases should not be used to replace unit promotion supplements. See Processing section of this document for processing details.

Promotional increases for faculty effective August 16, 2021, do not disqualify them from participation in the general salary program and are not intended to replace merit increases. This applies to both tenure system and specialized faculty promotions.

### Collective Bargaining Agreements

Salary increases for employees in represented categories are governed by the collective bargaining process and negotiated agreements.

For FY 2022:

<b>Collective Bargaining Unit</b>	<b>Increase %</b>	<b>Additional Information</b>
Non-Tenure System Faculty Coalition (NTFC)	2.0% merit-based (1.0% min. if increase given) 0.5% CMER pool	See NTFC section below.
Visiting Academic Professionals (VAP)	Campus Salary Program	Increases are effective on the VAP employee's individual reappointment date, between July 1, 2021 and June 30, 2022. Budgeted VAPs are expected to be given a raise in Salary Planner except where noted in the Ineligible section
Graduate Employee Organization (GEO) TA and GA appointments only	2% minimum for assistants who are reappointed into the same job in the same unit as the assistant held in the previous semester (summer excluded) or within the three previous academic years	
University High Laboratory School UNI Faculty Organization (UFO)		As the Union has exercised their right to reopen the wage provision, and bargaining may result in new wage terms, an addendum to this document will

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		be provided. The Campus Salary program is not to be implemented until completion of negotiations.
Various Civil Service Bargaining Units	Consult the appropriate agreement	Required increases will be applied centrally by Illinois Human Resources. IHR will notify units of the required increases at time of processing.

**Non-Tenure Faculty Coalition (NTFC)**

**NTFC: Merit-based Salary Increase**

The negotiated agreement with the Non-Tenure Faculty Coalition (NTFC) specifies that members are eligible to participate in the 2% merit-based general salary program. **The employees who receive a merit-based increase shall receive a minimum increase of 1.0%.** If an employee does not receive a merit-based increase or receives an increase greater than 7%, a brief justification should be entered into the comments field of Salary Planner. For zero percent increases, units should also be prepared to provide the rationale to the affected employee upon request.

**NTFC: Compression, Market, Equity, and Retention Increase**

The NTFC bargaining agreement also dictates that bargaining unit members will be eligible to participate in a general Compression, Market, Equity, and Retention (CMER) program equal to one-half percent (0.5%) of the bargaining unit salary base. Allocation of CMER adjustments is to be determined at the sole discretion of the dean following consultation with department heads. The full one-half percent (0.5%) pool should be allocated.

The effective date of merit-based and CMER increases will be August 16, 2021.

**Salary Minimums**

Unless otherwise called out in the chart, minimums apply regardless of collective bargaining inclusion or fund source.

<b>Employee Group</b>	<b>FTE</b>	<b>Academic Year Minimum</b>	<b>12 Month Minimum</b>
Tenure System Faculty	1	\$45,000.00	\$55,000.00
Specialized Faculty	1	\$45,000.00 <sup>1</sup>	\$55,000.00
Specialized Faculty	<1	\$29,109.09,	\$35,568.00, prorated <sup>2</sup>

<sup>1</sup>For funding contingent positions, in case of proven hardship, the minimum salary for nine (9) month full time specialized faculty, including bargaining unit members, shall be no lower than \$40,000.

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		prorated <sup>2</sup>	
University Laboratory High School Faculty Organization Members	1	\$43,000.00	N/A
University Laboratory High School Faculty Organization Members	<1	\$ 29,109.09, prorated <sup>2</sup>	N/A
Postdoctoral Research Associates	1	\$35,181.82	\$43,000.00
Academic Professionals	1	\$29,109.09	\$35,568.00
Graduate Assistants (TA/RA/PGA/TAR)	0.5	\$19,300, prorated <sup>2</sup>	\$25,733.28, prorated <sup>2</sup>

Prorated Graduate Assistants Minimum Salary Ranges are available at <https://humanresources.illinois.edu/assets/docs/AHR/Graduate-Minimum-Salaries-2021-2022.pdf>.

Open range civil service salary minimums are established by classification, available at <http://humanresources.illinois.edu/employees/current-employees/civil-service/Permanent/salaryplan.html>.

### Processing

For summer 2021, we will have the **22 COA 1 AC** extract, which contains all budgeted academic jobs, and the **22 COA 1 OR** extract, which contains all civil service open range jobs.

Budgeted academic professional and specialized faculty promotions effective 8/16/21 should be entered into Salary Planner, and then documentation (offer/accept, OAE approval, Posn/Job description (A/Ps only)) must be entered into HRFE as an ADMIN transaction. The combined promotion/merit amount should be entered into the “**Merit Increase**” field.

Budgeted academic FTE changes effective 8/16/21 should also be entered into Salary Planner using the **FTE change** field and then documentation (FTE change form) would need to be put into HRFE as an ADMIN transaction. In this case, MERIT should be added FIRST based on current BASE salary and then adjusted accordingly using the **FTE change** field.

Tenure System Faculty Promotion and Tenure (P&T) should be entered into Salary Planner by each unit/college INCLUDING updating the job to the new title on the Job Detail screen. Units may raise the salary above and beyond the \$7,000 and \$10,000 provided by the Office of the Provost. The combined increase should be put into the “Merit Increase” field. Only CMER would be entered separately into “Equity Adjustment”.

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<sup>2</sup> Proration is based on FTE

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- **Budgeted NTFC Raises in Academic Salary Planner:** Please separately enter the merit-based into the “Merit Increase” field of Salary Planner and the CMER increases into the “Equity Adjustment” field (which is located on the Job Details screen).
- **All other Budgeted Non-NTFC Raises in Academic Salary Planner:** Please combine your merit and CMER increase into the “Merit Increase” field of Salary Planner.
- **Open Range Raises:** All raises should be put into the “Merit Increase” field of Salary Planner
- **Keep in mind that NTFC employees who receive a merit-based increase must receive a minimum increase of 1.0%.**
- **In the event an employee does not receive a merit-based increase or receives an increase greater than 7%, a brief justification should be entered into the comments field of Salary Planner. For zero percent increases, units should also be prepared to provide the rationale to the affected employee upon request.**

Non-budgeted academic reappointments should be processed through the normal appointment process via HR Front End (HRFE) transactions along with any anniversary date increases due for Visiting Academic Professionals. In addition, units should complete the spreadsheet provided by IHR to report the NTFC merit and CMER increases for non-budgeted employees and submit to [IHR-LER@illinois.edu](mailto:IHR-LER@illinois.edu).

### Unit Submission Deadlines

Entry Method	Deadline
Academic and Open Range Civil Service Salary Planner	07/31/2021
HRFE Admin Transactions to supply documentation supporting Salary Planner changes	08/16/2021
HRFE Job Changes for non-budgeted employees	08/21/2021

### Contact Information

Faculty (Tenure System and non-represented specialized faculty)	Vicky Gress Jessica Mette	<a href="mailto:gress@illinois.edu">gress@illinois.edu</a> <a href="mailto:jmette@illinois.edu">jmette@illinois.edu</a>	333-4885 244-1745
Academic Collective Bargaining Unit Employees (NTFC, UFO)	Robb Craddock Sharon Reynolds	<a href="mailto:rcread01s@illinois.edu">rcread01s@illinois.edu</a> <a href="mailto:sreynlds@illinois.edu">sreynlds@illinois.edu</a>	333-3105 300-6737
Academic Collective Bargaining Unit Employees (VAP, GEO)	Robb Craddock	<a href="mailto:rcread01s@illinois.edu">rcread01s@illinois.edu</a>	333-3105
Academic Professionals and Open Range Civil Service	Jacquelyn Flowers	<a href="mailto:flowersj@illinois.edu">flowersj@illinois.edu</a>	333-2136
Postdoctoral Research Associates	Jessica Mette	<a href="mailto:jmette@illinois.edu">jmette@illinois.edu</a>	244-1745

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Civil Service Bargaining Unit Employees	Robb Craddock	<a href="mailto:rcrad01s@illinois.edu">rcrad01s@illinois.edu</a>	333-3105
General Salary Planner Use	Doug Lamb (acad) Samantha Willits-Rosten (CS)	<a href="mailto:dougl@illinois.edu">dougl@illinois.edu</a> <a href="mailto:swill9@illinois.edu">swill9@illinois.edu</a>	333-7466 300-9188

### **FY 2022 BUDGET ALLOCATION PROCESS**

The FY 2022 budget appropriation passed by the state legislature remained at the FY 2021 funding level.

#### **Integrated and Value-Centered Budgeting Model**

FY 2022 is the third year of implementation of the Integrated and Value-Centered Budgeted (IVCB) model, with FY 2019 serving as the baseline year. Details regarding the FY 2022 revenue and cost allocations via the IVCB model can be found on the colleges' IVCB statements, which will accompany the FY 2022 allocation letters.

#### **Funding for Salary Increases**

Under the Integrated Value-Centered Budgeting model, tuition units will be responsible for self-funding salary increases in their units, with the exception of central funding that is provided for tenure-stream faculty promotional increases. Due to the ongoing impacts of the pandemic, centrally-budgeted units will also be responsible for self-funding the Fall 2021 salary program.

#### **Investment for Growth**

There will be no additional reallocation for Investment for Growth in FY 2022.

#### **Control of Funds During FY 2022**

In developing the budget for State funds, units will be allowed to reallocate funds from one budget category (academic salaries, nonacademic salaries, wages, expense, and equipment) to another. Each major academic unit may have an "unassigned account" in which all funds for vacant academic positions, new allocations, or dollars generated through the reduction or elimination of programs by the college will reside until the relevant Vice-Chancellors, Deans and Directors determine the utilization of the resources.

Vice-Chancellors, Deans, and Directors will continue to control salary dollars related to academic leave lines. Units will retain control of all funds related to academic and civil service staff salary lines that become vacant during the year. Units are encouraged to consider infrastructure needs (wages, expenses, or equipment) when making personnel decisions.

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To facilitate financial planning and budget-to-actual reporting, please ensure the FY 2022 budget entered into Budget Development is recorded in the account code you expect to expend the funds.

### **Allocation of ICR Funds**

Under the IVCB model, we attribute ICR revenues differently than funds flow in the Banner System. However, the ICR funds continue to flow in the Banner System based on the Campus's ICR Policy. This section refers to only the distribution of funds in the Banner System. Unless another distribution formula has been approved for a unit, 45% of indirect cost recoveries (ICR) related to facilities and administration will be distributed to the college and department. In addition, 75% of earnings related to tuition remission will be distributed to the student's academic college generating the remission. Remission funds may be used to fund graduate education and support graduate students. Units can use these funds to fund partial fellowships required as student's salaries reach the NIH salary cap.

The procedures to be followed in preparing the FY 2022 budget for ICR earnings are as follows:

1. An estimate of the F&A earnings portion of the total indirect cost to be recovered during FY 2022 is to be made by the college and department and recorded as a revenue and expense budget in the appropriate C-FOP via the budget development application. Program codes used for budgeting F&A-related ICR should have the 'E'arned attribute.
2. An estimate of the tuition remission earnings portion of the total indirect cost to be recovered during FY 2022 is to be made by the college and recorded as a revenue and expense budget in the appropriate college-level C-FOP via the budget development application. The program code used for budgeting remission-related ICR should have the 'T'uition remission attribute.
3. Do not include expected carryover in the FY 2022 budget process.
4. The recorded budget for F&A earnings will be reflected in monthly detailed F&A earnings statements. Budget adjustments will be made semi-annually to reflect the actual and projected earnings for the year.
5. The recorded budget and actual tuition remission earnings will be reflected in quarterly tuition remission earnings statements. The budget office will transfer "actual" tuition remission revenue on a quarterly basis to the designated college-level tuition remission FOP; the budget will be adjusted to reflect actual recoveries at the end of FY 2022. The college is responsible for distributing the tuition remission based on their internal ICR policy.
6. Since allocations for both F&A and tuition remission earnings will be adjusted to reflect actual earnings, units will not be either advantaged or disadvantaged by the level at which they set their earnings estimate.

In the case of interdisciplinary programs, there may be some questions about the distribution of ICR funds. If the parties involved cannot resolve a problem, they should consult the Office of the Provost.



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Please remember that no F&A funds should be budgeted or expended for the direct support of instructional programs. Instructional programs are those courses that are credit-bearing and/or courses that lead to a credit-bearing degree. Additionally, ICR funds should not be expended in administrative units whose only activity is the support of instructional programs.

While every effort will be made to accommodate the individual ICR carryover requests of departments, the campus, as a whole, is limited to a carryover of 30% of the total ICR budget. Please work with the Provost, Budget and Resource Planning Office, if you anticipate a large increase in your year-end balance.

To facilitate financial planning and budget-to-actual reporting, please ensure the FY 2022 expense budget entered into Budget Development is recorded in the account code in which you expect to expend the funds.

### **Budgeting Endowment Income**

Units receiving endowment income will be notified of the assigned FY 2022 budget, excluding carryover balances. The FY 2022 budgeted amount is based upon 4.0% of a six-year moving average of the endowment pool market value.

The income budgeted for FY 2022 is guaranteed; however, additions or withdrawals from the endowment pool made before June 30, 2021, will result in a budget adjustment. Over or under realizations of income at the end of FY 2022 will be charged or credited to the account which holds gains or losses from sales of securities.

### **Restricted Funds**

Restricted funds include all grants, contracts, self-supporting and auxiliary activities, storeroom and service departments, and other similar accounts, the use of which is restricted to specific purposes. Expenditures made from these funds are subject to the Board of Trustees' general rules governing such expenditures and must be within the total income accruing in the account involved.

It is the responsibility of department heads and similar officers to see that funds are available for all positions or other items listed under restricted fund accounts. Salary minima, union negotiations, and other University regulations governing appointments and the use of funds apply to restricted funds. Salary increase decisions for individuals funded with restricted funds are subject to the same guidelines as individuals funded with State funds.

### **CONCLUSION**

Questions concerning these Budget Guidelines should be addressed to Vicky Gress ([gress@illinois.edu](mailto:gress@illinois.edu)), Andrea Hoey ([ahoey@illinois.edu](mailto:ahoey@illinois.edu)), or Jamie Hackett ([jhackett@illinois.edu](mailto:jhackett@illinois.edu)).