

Memo sent to FAS Department Chairs by Barbara Lemanski

*** Central has informed us that the 7/1/06 salary scales will not be implemented at this time. ***

We have been instructed to use the current salary scales for all contracts and payroll forms. For faculty, this means that we will continue using the 1/1/06 salary scale. The 7/1/06 across-the-board is NOT being implemented at this time.

Specifically,

- all payroll forms related to faculty and staff on negotiated salary scales must use the scales currently in use, and not the 7/1/06 scales;
- all faculty summer salaries for July and August must be submitted using current salaries as a base for the 1/9th or 1/11th calculations;
- faculty who have been promoted will receive the 10% promotion increase;
- negotiated TA/GA increases are to be implemented as scheduled;
- contracts for June annuals will be going out later in May/early June and will reflect the current salary scales;
- new appointments, retentions, and the like will need to be handled individually, using the the current scales; please contact Karalyn Gallagher (gallagher@fas.rutgers.edu) if you have any questions or concerns.

I do not have any information yet about PTLs, so I don't know how their 7/1/06 negotiated increases will be handled. I'll let you know when I find out.

FYI --- should the 7/1/06 salary scales eventually be implemented, UHR will work with payroll to find a way to "automatically" update the salaries (including summer salaries), as necessary. So, it is not expected that you will need to submit "correction" payroll forms at a future time.

FYI --- if you have already submitted payroll forms based on the 7/1/06 scales and we still have the forms here in the dean's office, we will send them back to you for re-calculation. Please contact Charlene Glascock (glascock@fas.rutgers.edu) if you have any questions. If the forms have already been sent to payroll, we will need to wait for instructions from payroll regarding what, if anything, you need to do.

If you have any questions or concerns, please contact me (lemanski@fas.rutgers.edu) or Karalyn (gallagher@fas.rutgers.edu). If your questions concern summer salaries or payroll forms specifically, please contact Charlene (glascock@fas.rutgers.edu).

Thanks very much.
Barbara

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