



**DATE:** June 3, 2024

**TO:** Department Administrators, Chairs and Project Directors,  
Supervisors of Research Foundation Employees

**FROM:** Eric Smith  
Sr. Vice President for Finance and Administration

Gina McMahon  
Research Foundation Deputy Operations Manager

**SUBJECT:** 2024-2025 Research Foundation Salary Plan –

- **Sponsored Project Employees / Agency-Funded Employees**
- **Administrative Employees (research overhead funded)**

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The 2024-2025 Salary Plan for Research Foundation employees has been announced. A general across-the-board increase of 3.0% on June 30, 2024, salaries and a discretionary increase up to 2.0% for Administrative accounts and up to 2.0% for Sponsored Project and Agency-Funded accounts. Sponsored Project employees for purposes of the salary plan includes individuals funded by sponsored grants or contracts as well as agency accounts funded by MSG, and other Upstate related entities. Administrative includes individuals funded by the campus from research overhead and any other institutional accounts (i.e., Fees, Service Centers, etc.).

Subject to the availability of funds, recommendations may be submitted for eligible employees in accordance with the following guidelines. Please note the approvals required in the following areas:

- **Agency accounts, as noted above, may be subject to additional levels of approval by the Dean's Office or other administrative authority.**
- **Supervisors of Research Foundation employees in staff-leased accounts should work with UUMAS or MSG Practice/ Business Manager who will input the increases in self-serve.**
- **Supervisors of Research Foundation Administrative Employees (research overhead funded) should work through their Department Administrator to determine who has the authority to input the increases in self-serve.**
- **Effective Date:** Salary adjustments may be effective **July 1, 2024**, or on the project anniversary date provided this date applies to all employees funded by that sponsored grant or contract. Note "Project Anniversary Effective Date" in comments section of change forms, as applicable.
- **Across-the-board (ATB) Increase:** A general increase of 3.0% of June 30, 2024, salary base for all employees on the payroll as of June 30<sup>th</sup>.
- **Discretionary Increase:** This adjustment is to recognize individual productivity/performance. The maximum discretionary increase will be **up to 2.0% for Administrative accounts and up to 2.0% for Sponsored Project and Agency-Funded accounts as of June 30, 2024 base annual salary or hourly rate.**  
In special situations, discretionary increases may be given as a one-time lump sum payment not added to base salary. Any such requests must be accompanied by written justification.

- **Discretionary Eligibility:** Employees who have completed **six months** of service on or before June 30, 2024, are eligible to receive a discretionary increase effective July 1, 2024. Employees with less service time, but on the payroll June 30, 2024, may receive a discretionary increase effective on or after completion of six months of service. The amount of the adjustment is to be calculated on the June 30, 2024, base salary.

**Salary Increase Processing Guidelines**

- 1) Employees currently on an approved leave of absence must also be considered for salary adjustments. Those on leave without pay should receive their adjustments upon return to the RF payroll.
- 2) Any request resulting in a new base annual salary rate that exceeds the maximum of the 2024-2025 salary schedule will be forwarded to the RF Deputy Operations Manager for review and approval.
- 3) The Employee Change form(s), along with any necessary written justification, should be submitted on-line to Human Resources via *Self-Serve* under *Applications/Research Foundation/RF Forms*. Change forms should be submitted no later than **September 30, 2024**, for increases effective July 1, 2024, or as close as possible to the project anniversary date for those increases awarded on the project anniversary date.
- 4) Please note the following format when completing Section E of the Employee Change Form.
  - a. Indicate actual salary paid for percent of effort on award (grant). Base salary rates for total salary and award salary will pre-fill from system payroll records.
  - b. For staff paid on an 'annual' pay basis, salary rates and increase amounts must be rounded to the nearest whole dollar. Example: Salary for 50% time = \$14,598; 2.0% discretionary= \$292(rounded from \$291.96).
  - c. Please ensure accuracy in numbers – *including the appropriate Project/Task/Award numbers per the effective date of the salary adjustment* - and completion of required fields.
  - d. If the salary is split on multiple grants, a RF change form must be completed for each grant with the salary percentage calculated on each (please make sure the totals on multiple forms add).
  - e. For any requiring correction the form(s) may be rejected, and the requestor will receive an email indicating the reason with ability to resubmit with correct information.

Salary on June 30, 2024 (or date preceding project anniversary):	\$ <u>(base salary rate will auto-fill)</u>
(Description) Across-the-board (ATB) 3.0% based on 6/30/24 salary:	+ _____
(Description) Discretionary Increase (optional) based on 6/30/24 salary	+ _____
New Salary:	\$ _____

Information on current salaries may be obtained from the self-serve department roster selection at <https://selfserve.upstate.edu/>. Information regarding the RF salary adjustment process or criteria may be obtained by contacting Tricia Rodebaugh, x4-6615 or Jeff Baldwin, x4-4951,

Your prompt attention will ensure timely salary adjustments for your staff.

Attachment: FAQ's re: RF salary increase guidelines

cc: Human Resources  
 Payroll Services  
 Lawrence Chin, MD  
 David Amberg, PhD