



Budget & Salary Guidelines

Fiscal Year 2024

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Fiscal Year 2024 Budget & Salary Guidelines

Budget Guidelines

Fiscal Year 2024 Milestones

Milestone	Date
Board of Trustees approves FY2024 preliminary operating budget (to allow spending to occur effective July 1)	May 18, 2023
Legislature passes FY24 University appropriation bill	May 24, 2023
Budget Development "Phases" open in the Budget Development System	June 2, 2023
The Budget Development System is opened to units to begin data entry for State and Institutional budgets	June 6, 2023
Information on Institutional Funds budgeting is distributed to colleges / units	June 6, 2023
Final "Green Sheets" and "Budget Shares" that detail UIC's state revenue estimates based are issued by the System Budget Office	June 9, 2023
Final FY2023 Permanent State budget bases communicated to college / units (Allocation Sheets)	Week of June 26, 2023
Final day for units to enter data in the Budget Development System for Institutional budgets (the System is closed and locked for end-users)	June 23, 2023
The Budget Office performs Institutional reconciliation and finalizes Budget Development data for Institutional funds	June 30, 2023
Final "Growth / Decrease Factors" due to the Budget Office (and communicated to the University System Budget Office.	July 7, 2023
Final day for units to enter data in the Budget Development System for State budgets (the System is closed and locked for end-users)	July 14, 2023
The Budget Office performs State reconciliation and finalizes Budget Development data for State funds	July 28, 2023
System Office receives UIC Budget Development Data and begins incorporation into the Budget Summary for Operations	August 3, 2023
Board of Trustees approve FY 2024 Budget Summary for Operations	September 21, 2023

State of Illinois Operating Budget

Budget Overview

Governor Pritzker signed [Public Act 103-0006](#), the State of Illinois budget for Fiscal Year 2024 on June 7, 2023 (Contained Amendments to [Senate Bill 250](#) and [House Bill 3817](#).) The state budget includes an appropriation of \$2.53 billion for higher education, an increase of \$279 million (12.4%) over Fiscal Year 2023 and the largest increase in over 20 years. The budget notably includes a \$100 million increase for the Monetary Award Program (MAP), an \$80.5 million (7%) increase for public universities, \$19.4 million (7%) increase for community colleges, a \$3.8 million increase to the Minority Teachers of Illinois Scholarship Program (MTI), and a \$15 million increase for the AIM HIGH program. Note the cost share requirement for the AIM HIGH program also increased from 20% to 35%, so the incremental appropriation will necessitate incremental financial aid matching costs for UIC.

Incremental State Appropriations

The University of Illinois received a 7% incremental state appropriation over the prior year. UIC's discretionary share is \$14,395,300, net of the new special items described below. It is important to note that a 7% increase in state appropriations translates to a 2% increase in our total state operating budget (exclusive of Hospital and earning contingencies).

Special State Appropriations

Funding for the following legislative initiatives were increased from FY 2023 levels, with the exception of the Illinois Heart Rescue which was held flat:

Special Appropriation Item	FY2024 (\$'s * 1,000)	Source of Funds
Hispanic Center for Excellence	\$750.0 (+51.2)	Educational Assistance Fund
College of Dentistry Clinics	\$302.2 (+7.4)	Educational Assistance Fund
Public Policy Institute (IPCE)	\$1,079 (+26.3)	Educational Assistance Fund
Illinois Heart Rescue	\$500.0	General Revenue Fund

The Hospital state appropriation is unchanged at \$40,380,600.

Special funding from the General Professions Dedicated Fund for costs associated with the development, support or administration of pharmacy practice education or training programs for the UIC College of Pharmacy at Rockford remains at \$500,000 for FY2024. This appropriation continues to be referenced as the College of Medicine. We have requested this be changed in next year's appropriation bill.

A special appropriation was added during FY2022 (\$769,000) and FY2023 (\$711,300) from the State Coronavirus Urgent Remediation Emergency Fund funded by the American Rescue Plan Act State Fiscal Recovery funds. This is handled as a state grant and administered by UIC's Government Finance Research Center within the College of Urban Planning and Public Affairs. An amount of \$462,700 was reappropriated in FY2024, but only the unspent balance of the original \$769 thousand FY2022 appropriation will be available to spend in FY2024. This amount will not be determined until after June 30, 2023.

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The University Trust Fund is from the sale of university logo license plates. These funds sit in a dedicated account, and expenditures can only be made against available revenue. The maximum spending authority available in the University Trust Fund for FY 2024 distribution for student aid at UIC is \$7,275.

Capital Budget

No new capital projects were approved in the state budget. However, the following capital projects were reappropriated:

- Miscellaneous Renovations and Repair (R&R) \$146,433,000
- Advanced Chemical Technology Building \$68,000,000
- Several other re-appropriations for projects already started but not yet finished

It is important to note that the funding for capital projects is not directly appropriated to UIC. When, and if, capital project funding is released, the construction is managed by the State of Illinois Capital Development Board to assure those funds are used only for the designated purpose in the capital budget bill. It is worth noting that many of these capital appropriations, such as the Advanced Chemical Technology Building and Renovations and Repairs funding, have been appropriated and reappropriated several times but the funding has never actually been released to UIC.

It is the intent of the State that all or a portion of the costs of projects funded by appropriations made from the Capital Development Fund and the Build Illinois Bond Fund will be paid or reimbursed from the proceeds of tax-exempt bonds subsequently issued by the State. For this reason, these funds cannot be used for operations.

Salary Program (for Budget Planning Purposes)

Salary Program Overview

On June 14, 2023, President Tim Killeen announced a 4.0% merit-based salary program for AY 2023-2024. As a merit-based salary program, individual employees are not guaranteed any percentage increase, e.g., 4.0%, as this is not intended to be an across-the-board program. Based on instructions from your vice chancellor or college dean, you are encouraged to vary increases amongst employees to reflect relative differences in performance during the past year.

Each University was also asked to apply their own guidelines for separate programs to address compression, market, equity and retention issues. Please refer to the Salary Guidelines for additional information.

See also: [Salary Guidelines](#).

Central Funding to Support Salary Cost Increases (State Funded Employees)

Of the \$14,395,300 Incremental State Appropriation, the Chancellor has approved releasing \$13,395,300 to Colleges and Administrative Units to cover a portion (67.23%) of expected salary increases for employees paid by state funds (the remaining \$1 million will be retained centrally to fund other strategic needs). There will be a pullback of cash (12.5%) to account for the effective date of the increases.

See also: [Appendix: Central Funding to Support Salary Cost Increases](#).

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Calculation of Salary Support to Colleges and Administrative Units

This section addresses how the salary support for each College and Administrative was calculated. For the purposes of calculating support, only the 4.00% salary program and the 1.75% Compression & Equity increment for represented faculty are recognized. Please refer to the Salary Guidelines for the specific minima, increases, and other factors impacting salary.

Estimates for faculty and staff are based on a point-in-time employment dataset and include represented faculty, non-represented faculty, academic professionals and civil service employees. Employees with visiting titles, retire / rehire employees and employees with notices of non-reappointment are excluded. Some units are also excluded. Estimates for GEO-represented Teaching Assistants were based on actual payroll expenditures for Fall 2022 and Spring 2023. There will be no supplemental funding allocated for GAs or RAs and these increases will be the responsibility of the hiring units.

The following increase assumptions were applied to the estimated State salaries for each group:

Employee Group	Base Increase	Compression & Equity
AP & CS Open Range	4.00%	0.00%
Rep Civil Service	4.00%	0.00%
Faculty: Non-Represented	4.00%	0.00%
Faculty: Represented	4.00%	1.75%
GEO	4.00%	0.00%

The available funding was then prorated across units based on their estimated total increase. Unless there are material inaccuracies, the amounts calculated for salary allocations are final. The amounts for salary allocations are independent of Salary Pools used for represented faculty, which will be later communicated under separate cover. If you have any questions on the calculations, please contact Colleen Kehoe (colleenk@uic.edu).

See also: [Salary Guidelines](#).

See also: [Appendix: Central Funding to Support Salary Cost Increases](#).

Salary Allocation Exclusions

The Hospital, Mile Square, Division of Specialized Care for Children, UIC School of Law, UIC Extended Campus, and Cancer Center should also follow similar rules, however will not receive any recurring budget allocations for salary costs as they fall under different financial arrangements.

Budget Allocations & Planning Parameters for State Funds

State Allocation Sheets

State Fund Allocation Sheets will be provided to unit heads (deans, vice chancellors, associate chancellors and vice provosts) who have the responsibility to:

- Determine the amount of budget to be allocated to the departments (org) within their organization;
- Ensure the accuracy of entries made into the Budget Development System;
- Ensure that total budgets reconcile to the total allocated operating budget;
- Meet all established data entry deadlines (July 14, 2023).

Tuition Revenue

The FY 2024 budget reflects \$5.48 million of incremental tuition revenue of which \$4.01 million is distributed to various colleges in accordance with the tuition distribution model. All of the \$1.44 million retained by the university (central holdback, less Shorelight remittances) has been set aside for the Chancellor's discretionary use. Tuition revenue distribution for FY 2024 will continue the same RCM distribution methodology used in prior years.

See also: [Appendix: Tuition Changes by College](#).

Undergraduate Base Tuition

Colleges will continue to receive 75% of undergraduate base tuition revenue related to the resident base rate; the non-resident tuition is removed from the tuition distribution pool and supports other centrally-funded initiatives. The undergraduate base tuition is pooled and distributed to colleges: 80% based on credit hours delivered and 20% based on headcount enrollment (both figures based on 3-year averages).

Undergraduate Differential, Graduate, Professional and Online Tuition

Colleges will continue to receive 75% of undergraduate differential and graduate base tuition; 85% of graduate differential and professional tuition; and 75% of online and extramural tuition based on the enrolled student's academic college.

Graduate Cross Instruction

Because graduate revenue is distributed to the college of enrollment, whenever a student from one college takes a course in another college, funding is transferred between those colleges at a rate of \$200 per credit hour. The tuition budget for FY 2024 uses FY 2023 data to project the amount of these transfers. Adjustments are made during the year-end tuition reconciliation to reflect current year results.

Contract Programs

The Office of Global Engagement offers several academic programs to international students through its Programs for International Partnerships (PIP) unit. These include non-degree, undergraduate, and graduate programs: Master of Public Administration (MPA), Master in Public Policy (MPP), Master of Science in Civic Analytics (MSCA), Master of Urban Planning and Policy (MUPP), Master of City Design (MCD), Master of Science in Engineering, Master of Education (MEd) in Instructional Leadership, Master of Science in Statistics, and the Global Advancement Program (GAP). Due to the variable nature of enrollments in these programs, the tuition revenue is budgeted centrally and 75% of the actual earnings are allocated on a non-recurring basis to the college offering the degrees.

UIC Global (Shorelight Education Sourced) Students

UIC receives a teaching reimbursement for students enrolled in one of the following programs: International Direct – 2 semesters, Academic Accelerator - 2 semesters, Extended Accelerator - 3 semesters, and Pre-sessional – 1 semester. The teaching reimbursement is provided to the college delivering the credit hours and these students are removed from the pooled tuition distribution. UIC received 80% of the tuition for students enrolled in Academic English / ESL. The TIE funds are distributed back to TIE.

Undergraduate base tuition for UIC Global progressed students is distributed in the same manner as other undergraduate students, but the amount is net (tuition less the diversity scholarships waiver) of the 10% shared with Shorelight by contract.

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In Fall 2019, UIC began enrolling Shorelight-sourced international students into select graduate programs. During the student's first semester, the college of each course the student is enrolled in will receive a teaching reimbursement instead of tuition. During the second and subsequent semesters, the base and differential tuition for UIC Global progressed students is distributed in the same manner as other graduate students, net of the 10% shared with Shorelight. Shorelight graduate students are not eligible for tuition waivers.

UIC Global Supplemental Teaching Reimbursements

With the resumption of RCM in FY23, supplemental teaching reimbursement allocations were also reimplemented in FY23 and are anticipated for FY24 (exclusive of any changes under the Budget Model Redesign). However, the ability to continue this practice is predicated on earning sufficient revenue from progressed students over what is already being shared with the colleges and Shorelight.

Tuition Remission (Non-Sponsored Funds)

Tuition Remission is a partial recovery of waived tuition revenue for Graduate Assistants (GA's). 75% of the tuition remission revenue is allocated to the college where the student employee is enrolled. This revenue is not permanently budgeted at the college level. A percentage of the GA stipend is assessed as indicated below.

- University departments that employ GA's are assessed at 21% of the stipend. A distribution for this remission is provided to the colleges during the tuition reconciliation process at fiscal year-end (less the 25% campus share that is retained centrally.)
- If a TA is hired outside of the college of enrollment, the Provost provided guidance beginning in FY 2018 and going forward that the tuition remission rate for non-sponsored funds should be applied, and such arrangements are directly negotiated between colleges.

See also: [Sponsored Programs \(Grants & Contracts\)](#).

Employee Educational Benefits

To compensate colleges delivering instruction to employees that have their base tuition waived, UIC transfers funding from the employing unit at a rate of \$200 per credit hour. Employee Educational Benefit distributions are based on activity one year in arrears: FY2024 will reflect 2023 actuals.

Mandatory Waivers (Unfunded Mandates)

Illinois Veterans Grants and related unfunded mandated waiver programs for National Guard, MIA-POW, Police-Firefighter, are accounted for as statutory tuition waivers and therefore deducted from the tuition distribution allocated to each college.

Budget Allocations & Planning Parameters for Institutional Funds

Indirect Cost Recovery (ICR)

Facilities & Administrative (F&A) revenues are referred to as Indirect Cost Recovery or ICR. These funds are recovered from Grants & Contracts to support associated University overhead costs. Each college has received a worksheet with ICR earnings at the accounting string level between FY 2018 and FY 2023 Period 11. This data, along with information regarding new or expiring awards, is used for the FY 2024 forecast. Campus units should update the Budget Development system with the proposed budgets for

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FY2024. Units should not make any changes to the budgeted ICR amounts for areas receiving fixed allocations of ICR such as the Library, Administrative Services, etc., as those amounts are not directly tied to annual F&A earnings.

ICR revenue is distributed automatically on a daily basis throughout the fiscal year. Colleges generally receive 47.5% of ICR earnings based on the appointment of the primary Principal Investigator (PI) or as otherwise prescribed on the Proposal Approval Form (PAF) executed for each sponsored project. ICR expenditure budgets are adjusted at year-end to reflect actual earnings, so units are not impacted by variances between the initial budgets and results. In some cases this can result in a reduction of budget.

The System Office currently collects 5.9% of UIC's total ICR annually. A reconciliation of budget to actual and distribution of any overage to the University System Office occurs at the end of the fiscal year.

Administrative Allowance

Administrative Allowance revenues are overhead assessments against auxiliary enterprise, departmental (self-supporting), Medical Service Plan, and hospital expenditures to recover overhead costs. Auxiliaries are charged an overhead rate of 3.16% by UIC. The System Office rate was 3.25% but has been reduced to 2.53% in Fiscal Year 2023 and will be further reduced to 2.42% in Fiscal Year 2024. There are three administrative allowance assessments on MSP funds:

- UIC assesses a rate of 0.16% to fund debt service on the College of Medicine Research Building. The MSP debt service assessment is capped at the amount of the actual annual payment and any excess funds collected are returned during year-end, on a pro-rata basis to the units originally assessed.
- The Vice Chancellor for Health Affairs assesses a rate of 1.32% to fund VCHA support for MSP operations. The VCHA allowance is capped at \$3,000,000 and any excess funds collected are returned during year-end, on a pro-rata basis to the units originally assessed. If less than \$3,000,000 is collected, additional true-up expenses will be posted on a pro-rata basis to bring the assessment total up to the defined minimum. These budgets are established in Budget Development at the beginning of the fiscal year and adjusted based on actual earnings during the year-end closeout process.
- The UIC and VCHA assessments do not apply to Rockford and Peoria MSP funds.
- The System Office assesses an uncapped rate of 0.65% on UIC MSP expenditures. This assessment applies to all MSP funds, including Rockford and Peoria.

Royalties

Royalties are paid for licenses on technology transfer when the University owns the intellectual property. The Budget office monitors these funds in conjunction with the Office of Technology Management and adjusts the budget based on actual earnings during the year-end closeout process.

Historically, permanent Royalties revenue and expense budgets have been recorded in central accounts to adjust for earnings variations. Between FY21 and FY23, permanent budgets were established within units at 70% of the projected earnings estimates provided by the Office of Technology Management (OTM). Beginning in FY24, units should budget royalty funds based on the projected earnings provided by OTM to be consistent with other Institutional fund types such as ICR and Administrative Allowance.

Budget Allocations & Planning Parameters for Restricted Funds

Student Fees & Assessments

Most student fees are treated as self-supporting / revolving funds and managed by the Vice Chancellor for Student Affairs. The current allocation model is based on a fixed rate per 'annualized full-time student payer' projection using prior year actual and projected enrollments. Each fee-funded area must adjust their spending in relation to changes in enrollment. Information about UIC fees is found at:

- https://registrar.uic.edu/financial_matters/tuition_explanation.html#fees
- <https://registrar.uic.edu/financial-matters/tuition-and-fees/>

Student fee funded units were sent their budget allocations on June 14, 2023. Allocations are made to various units based on each fee's purpose.

See also: [Appendix: Student Fee Budgets](#).

General Fee

General Fee (Ranges 1 & 2 - \$498 per semester): supports the fixed costs of operations and utilities for fee-supported facilities that include Student Centers, Campus Recreation, Campus Housing, Credit Union 1 Arena, the Isadore & Sadie Dorin Forum and the Flames Athletics Center.

Service Fee

Service Fee (Ranges 1 & 2 - \$379 per semester): supports staff salaries, programming, general operating expenses for these student service areas: Student Centers, Intercollegiate Athletics, Student Leadership Programs, Student Legal and Ombudsperson Services, Student Government, and student services at Rockford, Peoria and Quad Cities; and some student financial aid such as the UIC Opportunity grant, athletics and other scholarships (e.g. student travel scholarships and student research scholarships), student awards and prizes, waivers and honorariums.

Health Service Fee

Health Service Fee (All Ranges - \$108 per semester): supports staff salaries, programming and general operating expenses for the campus health and counseling service providers: Family Medicine / Student Health Center, the Counseling Center, the Wellness Center and pharmacy services.

Student Health Insurance Fee (CampusCare)

Student Health Insurance Fee pays for CampusCare (\$697 per semester, unless opting out upon proof of other coverage) - the UIC self-funded student health benefit program that has been providing comprehensive health care benefits to eligible enrolled students and their covered dependents at the University of Illinois Chicago, Rockford and Peoria campuses since 2004.

Library I / T Assessment

Library IT (Range 1 - \$236 per semester) assessments are split 50 / 50 between the University Library and Technology Solutions to improve the learning environment. Each area is expected to obtain student consultation on uses and provide an appropriate amount to regional campus students that pay these fees. The total funding provided to Library and Technology Solutions (split 50 / 50) is estimated at \$10.2M (excludes UIC Law, as they retain their fee revenue.)

Academic Facilities Maintenance Financial Assessment (AFMFA)

Academic Facilities Maintenance Financial Assessment (Range 1 - \$359 per semester) is allocated to address deferred maintenance in academic facilities and share with regional campuses at Peoria and Rockford. These revenues are accounted for in Plant funds. Actual earnings are reconciled, and under / over allocations are adjusted accordingly. Estimated earnings total \$16.5M, and include the portion collected and retained by UIC Law, Rockford & Peoria campuses, as well as the portion set aside for the Debt Service and early payoff funding for the Academic portion of the Academic Residential Complex.

Dentistry Clinic Infrastructure Assessment

Clinic Infrastructure Assessment (Range 1 - \$4,283 per semester) is assessed to dental students enrolled in the DMD and DMD-AS programs and 100% allocated to the College of Dentistry. Students in the Post Graduate Prosthodontic Specialty Program are also assessed a Clinical Infrastructure Assessment (Range 1 - \$521 per semester).

Other Self-Supporting Activities (Including Service Plans)

Self-supporting activities and Medical / Dental / Nursing Practice Plan budgets can be entered in the Budget Development module. Units are responsible for projecting these budgets using prior year actual data and future year estimated revenues and requirements based on activity and / or rate changes. For the purposes of the Budget Summary of Operations (BSO) – the annual operating budget presented to the Board of Trustees for approval, a projected growth or decline factor is applied to prior year self-support / service plan actual expenses to estimate current year revenue and expenditures. We ask each fiscal officer to be particularly careful regarding the revenue assumptions, so as not to overstate these budgets. The fund balance should be in a positive financial position. Units with negative balances are expected to produce Deficit Reduction Plans following UIC practices.

Sponsored Programs (Grants & Contracts)

Grants & Contracts revenue & expense budgets are not included in the Budget Development module. The Office of Sponsored Programs does the data entry in Banner based on each fund's Notice of Award. For purposes of the Budget Summary for Operations (BSO), only direct expenses are included (Facilities & Administrative and Administrative Allowance charges on sponsored programs are excluded to prevent double counting, as those revenue & expense budgets are already recorded on Institutional funds). Also, for the purposes of the BSO, an estimated annual growth factor (increment or decrement) is applied to prior year actual expenses based upon analysis conducted in collaboration between Budget and Financial Analysis, college fiscal officers and the Office of Sponsored Programs.

Tuition remission is charged as a direct cost to a sponsored agreement at 42% of the stipend amount. Distributions are made quarterly as State funds based on posted expenditures (less the 25% campus share that is retained centrally.)

Operating Gift Funds

Expense budgets for FY 2023 will be incremented by 6.4%, which is equal to the revenue growth projection provided by the University of Illinois Foundation. The data entry is coordinated centrally for these budgets because the cash amounts provided to colleges and units are based on individual gifts as received, and or endowment distributions at pre-established rates.

Other Budget Allocations & Planning Parameters

Cash Glidepaths

Earlier this year, with the decision to return to a RCM budget model, it was agreed that some level of cash funding would be provided to cover the difference between the salary budget allocation and FY2023 costs, in addition to the permanent allocation referenced above. We are referring to this as 'glidepath' funding. Final glidepath amounts were communicated to Colleges on June 21, 2023. As RCM has resumed, and as the University has provided incremental permanent support for FY24 salary costs, no additional glidepath funding is anticipated for FY24.

See also: [Appendix: Cash Glidepath Allocations](#).

Full Repayment of Remaining Escrow Balances

During FY 2024, the University will release all remaining funds held in Escrow.

See also: [Appendix: Escrow Repayment Schedule](#).

Technology Solutions Rate and Funding

In FY2017, UIC implemented the IT Rate and Funding model utilizing an enterprise approach for funding IT technologies. This transitioned the university from an outdated model of charging for phone lines to a pricing model based upon unit FTEs for a "Basic Bundle" of IT-related services.

Following the pandemic, our technology needs grew and evolved rapidly. Expanded technology and services supporting remote and hybrid working, teaching and learning, improved wireless, and information security are now vital to UIC's ability to carry out academic and administrative operations and objectives. Interim Chancellor Reyes, in consultation with Vice Chancellor Augustine and Interim Vice Chancellor Ginsburg, has approved a 3.5% increase (from \$63 / month / FTE to \$65.20 / month / FTE) in the Technology Solutions Rate (Basic Bundle) for FY24. The regional campus and System office rates will increase proportionately. This adjustment to a major funding source for UIC's centrally-provided information technology services is necessary to sustain the broad spectrum of services we provide our community of students, faculty and staff, including, but not limited to: network, communication, identity / authentication, e-mail, and information security tools and services. In a post-pandemic world, many of us have learned to work differently, perhaps abandoning the need for a traditional phone or wired network connection. However, our underlying network and voice infrastructure needs, though changing, have not dissipated. In fact, UIC has experienced significant increases in technology infrastructure and service costs provided in the bundle with an industry-average cost rise for the IT products and services within our bundle exceeding 5.5%.

Technology Solutions and IT teams across UIC are working hard to modernize and adjust campus technology to meet our changing work and learning environment. The FY24 Technology Solutions Rate change is a modest adjustment designed to fit with anticipated cost rise overall. UIC will continue to use the adjusted FTE model and process to calculate the rate this fall. Longer term, the goal is to introduce significant changes to the model to better-support and sustain UIC's evolving technology needs, as well as simplify the way we fund centrally provided IT operations.

Fringe Benefit Rates

Fringe benefits are the employer paid costs for SURS retirement contributions, social security (OASDI), Medicare, health and life insurance, etc. Each university has benefit rates to charge sponsored projects and other activities, or fund sources such as Indirect Cost Recovery, for which the state does not cover those costs. It is too early to provide any details on UIC's provisional fringe benefit rates for FY2024. Benefit rates are expressed as a percentage of salary and based on multiple cost components:

- Employee health, life, and dental
- Graduate assistant health, dental, and vision
- SURS retirement contributions
- OASDI and Medicare
- Termination vacation and sick leave payouts
- Workers' compensation

UIC follows federal guidelines (Uniform Guidance Title II CFR 200) on allowability and proper treatment of these costs. Fringe Benefit rates are calculated annually by various offices: Government Costing, University Accounting & Financial Reporting, Risk Management, along with the UIC Budget Office and other UIC units as necessary. Once the fringe benefits rate calculations and related reconciliations are performed, a fringe benefit proposal is submitted to our cognizant federal agency, the Office of Naval Research (ONR) in August for negotiation and approval. ONR has the Defense Contract Audit Agency (DCAA) perform an audit of the rate proposal so the final approval takes many months (has been as late as June of the following year). Therefore, the rates are submitted as provisional until DCAA completes the audit and final approval is obtained from ONR after which time final rates are granted. In almost all instances, our provisional fringe benefit rates are approved as submitted.

See also: <https://www.obfs.uillinois.edu/government-costing/rate-schedules/chicago/>.

As a result of recent clarifications to the State Employees Group Insurance Act of 1971, Departmental Activity (3Q) and Service Plan (4S, 4T, 4U, and 4W) funds will no longer be assessed for Health, Life and Dental Insurance effective for Fiscal Year 2024 and going forward.

See also: <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=120&ChapterID=2>.

Legislative Audit Commission (LAC) Guidelines

The University of Illinois System is subject to the Legislative Audit Commission's "University Guidelines," which provide guidance around the use of Income, Self-Supporting, and Institutional Funds (among other things). The Guidelines were last substantially revised in 1997, with some minor modifications in 2020. The University of Illinois System, in collaboration with other Illinois Publics, worked with the Legislative Audit Commission to advance significant changes to the Guidelines which will significantly reduce some administrative burdens previously impacting UIC. The revised Guidelines were adopted in May, 2023. The System Office will be implementing new or revised policies and procedures to comply with the updated Guidelines, but a summary of some of the key changes are as follows:

- Elimination of the Institutional Funds Carry-Forward Cap. Prior to the changes to the Guidelines, the University of Illinois System was required to keep System-Wide Institutional Fund Balances below a cap defined by the Guidelines. At UIC, this resulted in a labor-intensive exercise to swap State and Institutional funds with Colleges and Administrative Units – the funds collected centrally were spent

Fiscal Year 2024 Budget & Salary Guidelines

down in order to keep us below our cap. This process will not be required for Fiscal Year 2023, or going forward.

- Elimination of the state mandated Self-Supporting Excess Funds Calculation. Similar to the Institutional Funds cap, groups of self-supporting funds (called “Entities”) were similarly capped. For any group of funds exceeding the cap, a portion of the surplus Cash balance had to be lapsed to the Income Fund (State Fund). Units were required to submit an appeal to have the funds returned.
- The revised Guidelines relax restrictions around the use of some Institutional Funds, and around subsidizing certain Self-Supporting activities.

The System Office will communicate on new or revised policies and procedures to comply with the updated Guidelines in Fiscal Year 2024. Please note that the new or revised policies may still require some degree of administrative attention – the Guidelines have changed in regard to specific administratively-burdensome practices, but the University must still comply overall.

See also:

https://www.ilga.gov/commission/lac/University_Guidelines_Modernization_Updates_May_16_2023.pdf.

Budget Development System

The Budget Development System is the system used to input unit-operating budgets. Information about the Budget Development module is found at Tips for Budget Development Users.

See also: <https://budget.uic.edu/budgetplanning/budget-development/>.

Please note the following important reminders related to using the system:

- If you need to add or remove access to the BDS, contact Alex Davidson at adavids@uic.edu and Jennifer Reta at jreta3@uic.edu. Please include the UIN, NetID, type of access (view only, edit), and the organizational codes the employee will need to access.
- Make sure to use the correct state fund: use 100023 for State funds that have been previously budgeted; only use 100024 if there is a C-FOP that has never had a permanent State budget in the Budget Development System.
- Please modify Institutional budgets (ICR, Royalties and Administrative Allowances) based on projected earnings. Remember to use only the permanent duration code, all budget entries must be whole dollar amounts, and negative budgets are not allowed.
- Cash and carry-forward balances are automatically posted in Banner and do not need to be entered into the Budget Development system.
- Once Budget Development is complete for all the units within your College / Administrative Unit, please notify Alex Davison at adavids@uic.edu. She will “lock” your unit at that time, which prevents further modification of budgets.

Budget Model Redesign

When UIC resumed its modified RCM budget model in FY2023 after a two-year pandemic-related hiatus, former Chancellor Amiridis launched the budget model redesign initiative in light of revenue constraints, increasing costs, and imperatives for strategic investment. An interdisciplinary task force has been charged with reviewing aspects of the budget model and recommending changes to strengthen strategic alignment, improve transparency and foster financial sustainability. The task force's recommendations are reviewed and approved by the project's Executive Sponsors: the Chancellor, Provost, Vice Chancellor for Budget, HR and Financial Administration, and Vice Chancellor for Health Affairs. To date, the task force has completed the following:

- An evaluation of Indirect Cost Recovery (ICR) revenue allocation and distribution, including the distribution of F&A funds as well as Tuition Remission assessment rates and campus holdback.
- Evaluated Self-Supporting Funds and the current Administrative Allowance assessment.
- Currently evaluating tuition revenue distribution and State and Institutional Fund Utilization, including reports on centrally-managed budgets and all Colleges / Units.

Given the leadership transitions and at the direction of interim Chancellor Reyes, with the support of Chancellor-elect Miranda, no changes to the budget model will be made effective July 1, 2023. Furthermore, F&A cost study audit and negotiations are currently underway which impacts future revenues. Consequently, we cannot commit to a level of fixed allocations until we have a better picture of the new rate. More information on the redesign project can be found at the website.

See also: <https://budgetredesign.uic.edu/>.

Staff Contacts, Budgeting

Budget Guidelines & Allocations

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Colleen Kehoe, Director, Budget Model, Tuition & Data Analytics (colleenk@uic.edu)

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Budget Development System

Alex Davidson, Senior Coordinator, Budget and Financial Analysis (adavids@uic.edu)

Budget Model Redesign

Mary Ellen Borchers, Budget Model Redesign Project Director (mborcher@uic.edu)

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Budget Appendices

Appendix: Central Funding to Support Salary Cost Increases

See also: [Salary Program \(for Budget Planning Purposes\)](#).

Central Funding to Support Salary Cost Increases (State Funded Employees)					
			Salary Funding	\$13,395,300	
	State Salaries	Est. Increase	% Pool	\$ Allocated	% Covered
Administrative Units	\$77,292,111	\$3,108,789	15.60%	\$2,089,952	67.23%
AVP Enrollment Management*	\$9,562,488	\$382,500	1.92%	\$257,144	67.23%
AVP Student Success & Belonging*	\$2,471,210	\$98,848	0.50%	\$66,453	67.23%
Campus Auxiliary Services	\$80,000	\$3,200	0.02%	\$2,151	67.23%
Chancellor	\$1,257,665	\$50,307	0.25%	\$33,820	67.23%
Innovation Center	\$818,879	\$32,755	0.16%	\$22,020	67.23%
Intercollegiate Athletics	\$708,245	\$28,330	0.14%	\$19,045	67.23%
Office for Access and Equity	\$1,881,421	\$75,257	0.38%	\$50,593	67.23%
Office of VC for Advancement	\$5,744,931	\$229,797	1.15%	\$154,486	67.23%
Provost & VC Acad Affairs	\$807,086	\$32,283	0.16%	\$21,703	67.23%
Social Justice Initiative	\$262,575	\$10,503	0.05%	\$7,061	67.23%
Strategic Mktg & Comm	\$1,736,522	\$69,461	0.35%	\$46,697	67.23%
Technology Solutions	\$8,706,505	\$348,260	1.75%	\$234,126	67.23%
VC Budget HR & Financial Admin	\$8,212,484	\$328,499	1.65%	\$220,841	67.23%
VC for Health Affairs	\$3,283,678	\$131,347	0.66%	\$88,301	67.23%
Vice Chanc Administrative Svcs	\$8,660,440	\$346,418	1.74%	\$232,887	67.23%
Vice Chanc Diversity Equ Eng	\$2,876,069	\$115,043	0.58%	\$77,340	67.23%
Vice Chanc for Student Affairs*	\$1,518,966	\$60,759	0.30%	\$40,846	67.23%
Vice Chancellor for Innovation	\$1,574,063	\$62,963	0.32%	\$42,328	67.23%
Vice Chancellor for Research	\$10,555,150	\$422,206	2.12%	\$283,837	67.23%
Vice Provost Faculty Affairs	\$2,323,931	\$92,957	0.47%	\$62,493	67.23%
VP for Acadm Prgms and Effectness*	\$1,866,335	\$74,653	0.37%	\$50,187	67.23%
VP for Global Engagement	\$2,383,469	\$112,443	0.56%	\$75,592	67.23%
Colleges	\$356,846,436	\$16,816,620	84.40%	\$11,305,348	67.23%
Applied Health Sciences	\$16,545,781	\$826,738	4.15%	\$555,793	67.23%
Architecture, Design, & the Arts	\$14,145,013	\$719,564	3.61%	\$483,743	67.23%
Business Administration	\$31,943,245	\$1,655,119	8.31%	\$1,112,691	67.23%
Medicine Total	\$67,711,289	\$2,708,452	13.59%	\$1,820,817	67.23%
Dentistry	\$21,490,594	\$859,624	4.31%	\$577,901	67.23%
Education	\$11,002,322	\$543,782	2.73%	\$365,570	67.23%
Engineering	\$39,275,319	\$2,013,316	10.10%	\$1,353,496	67.23%
Graduate College	\$1,346,686	\$55,703	0.28%	\$37,448	67.23%
Honors College	\$1,264,537	\$50,581	0.25%	\$34,005	67.23%
Liberal Arts & Sciences	\$91,897,290	\$4,618,652	23.18%	\$3,104,991	67.23%
Library	\$7,978,102	\$383,978	1.93%	\$258,138	67.23%
Nursing	\$13,389,365	\$656,813	3.30%	\$441,557	67.23%
Pharmacy	\$15,119,426	\$604,777	3.04%	\$406,575	67.23%
School of Public Health	\$12,597,576	\$591,236	2.97%	\$397,471	67.23%
Social Work	\$3,605,149	\$176,576	0.89%	\$118,707	67.23%
Urban Planning & Public Affairs	\$7,534,741	\$351,709	1.77%	\$236,445	67.23%
Grand Total	\$434,138,547	\$19,925,409	100.00%	\$13,395,300	67.23%
<i>* Estimates are based upon May 2023 HR snapshot and may not be accurate from some units recently reorganized, or units in the process of reorganization. In the interest of distributing these Guidelines timely, we will need to address these units individually. We will publish Revised Guidelines once we are able to address the specific in-process or recently completed changes.</i>					

Fiscal Year 2024 Budget & Salary Guidelines

Appendix: Tuition Changes by College

Fiscal Year 2024 Projected Tuition Increments / (Decrements)							
College	UG General	Grad General	UG Dif	Grad Dif	Prof	E-Tuition	Total
CAHS	40,593	(107,994)	6,503	(49,409)	505,800	(127,991)	267,502
CADA	742,226	11,888	(47,850)	(23,334)	0	0	682,929
CBA	852,470	107,787	96,443	(34,642)	0	(25,266)	996,792
DENT	289	(358)	0	0	856,826	0	856,757
EDUC	184,129	13,494	0	(18,597)	0	1,785	180,810
ENG	251,236	328,497	57,748	79,572	0	(65,802)	651,251
VCAA	(5,128)	82,415	0	0	0	0	77,287
HONORS	(85,557)	0	0	0	0	0	(85,557)
LAS	573,180	13,470	(53,539)	1,374	0	(1,041)	533,443
MED	(12,912)	37,757	0	4,783	1,118,213	4,403	1,152,244
NURS	53,120	(96,114)	34,576	(58,290)	(80,183)	(248,238)	(395,129)
PHARM	34,964	(556)	0	0	(969,117)	34,489	(900,220)
SPH	77,727	(57,161)	14,457	(100,913)	9,662	(100,107)	(156,335)
JACSW	0	290,653	0	10,887	0	0	301,540
CUPPA	56,922	(155,937)	0	(98,235)	0	42,735	(154,515)
Totals	2,763,256	467,840	108,338	(286,804)	1,441,201	(485,031)	4,008,800

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Appendix: Student Fee Budgets

<u>UNIT</u>	<u>General Fee</u>	<u>Service Fee</u>	<u>Health Fee</u>	<u>TOTAL</u>
Athletics - Athletics Facility	\$ 682,481	\$ -	\$ -	\$ 682,481
Athletics - Operating	250,203	6,620,385	-	6,870,588
Athletics - Scholarship Account	-	2,567,567	-	2,567,567
Campus Housing	3,163,833	-	-	3,163,833
Graduate Student Council	3,295	134,636	-	137,931
Health Professions Student Council	3,383	129,760	-	133,143
ISAC (UIC Grant)**	2,700,000	-	-	2,700,000
Pavilion	1,248,334	-	-	1,248,334
Student Affairs - Peoria COM	7,961	373,427	-	381,388
Student Affairs - Peoria CON	2,068	87,738	-	89,806
Student Affairs - Quad Cities	1,638	59,652	-	61,290
Student Affairs - Rockford COM	9,779	418,256	-	428,035
Student Affairs - Rockford CON	1,769	79,868	-	81,637
Student Affairs - Rockford PHARM	4,417	173,419	-	177,836
Student Centers - Operations	14,891,805	3,115,952	-	18,007,757
Student Centers-Dining	-	104,488	-	104,488
Student Centers-Meeting & Conferences	-	61,666	-	61,666
Student Centers-Forum	2,400,782	250,428	-	2,651,210
Student Centers-Recreations	3,235,562	3,382,430	-	6,617,992
Student Centers-Programs	-	1,993,600	-	1,993,600
Student Centers - SSB Staff Support	-	476,182	-	476,182
VCSA - Student Affairs Support	8,323	303,700	-	312,023
Student Development Services	9,186	389,281	-	398,467
Student Legal / Ombudsperson	10,901	445,416	-	456,317
UI Student BOT Member	354	12,849	-	13,203
Undergrad Student Government	3,557	129,822	-	133,379
Chicago Counseling Service	-	-	2,398,236	2,398,236
Family Med Chicago**	-	-	2,500,000	2,500,000
Peoria Counseling Service	-	-	109,277	109,277
Peoria Health Service	-	-	90,529	90,529
Pharmacy	-	-	342,403	342,403
Rockford Counseling Service	-	-	216,490	216,490
Rockford Health Service	-	-	164,475	164,475
Wellness Center	-	-	273,492	273,492
Dean of Students / Benefits Navigators	-	126,533	-	126,533
Contribution to Bad Debt	60,492	42,891	-	103,383
Contribution to Contingency	791,613	219,616	246,555	1,257,784
UIC Law	Direct	Direct	Direct	Direct
TOTALS	\$ 29,491,736	\$ 21,699,562	\$ 6,341,458	\$ 57,532,756

*Equivalent Full-time Student Payers - Computed Annualized total equivalent full-time paid student enrollment for fall, spring and summer

** Agreed Fixed Amount

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Appendix: Cash Glidepath Allocations

Final Calculation

College	FY23 Total Estimated Incremental Salary Costs	Estimated Net Change in Revenue / Expense	Computed Glidepath Funding	Change in Glidepath	Change to Glidepath Amt	Adjusted Glidepath
CAHS	\$ (948,505)	\$ (371,141)	\$ 371,141	-20%	\$ (74,228)	\$ 296,913
CADA	\$ (880,825)	\$ (708,088)	\$ 708,088	20%	\$ 141,618	\$ 849,706
CBA	\$ (1,678,128)	\$ 219,482	\$ -	20%	\$ 43,896	\$ 43,896
COM	\$ (2,256,418)	\$ (253,267)	\$ 253,267	20%	\$ 50,653	\$ 303,920
CUPPA	\$ (374,422)	\$ (214,440)	\$ 214,440	-20%	\$ (42,888)	\$ 171,552
DENT	\$ (777,221)	\$ (102,994)	\$ 102,994	-20%	\$ (20,599)	\$ 82,395
EDUC	\$ (563,189)	\$ (111,194)	\$ 111,194	-20%	\$ (22,239)	\$ 88,955
ENG	\$ (2,316,264)	\$ (489,046)	\$ 489,046	-20%	\$ (97,809)	\$ 391,237
LAS	\$ (6,188,465)	\$ (7,707,685)	\$ 7,707,685	-20%	\$ (1,541,537)	\$ 6,166,148
NUR	\$ (817,075)	\$ (2,218,990)	\$ 2,218,990	-20%	\$ (443,798)	\$ 1,775,192
PHARM	\$ (589,419)	\$ (1,475,694)	\$ 1,475,694	-20%	\$ (295,139)	\$ 1,180,555
SPH	\$ (650,572)	\$ (96,808)	\$ 96,808	20%	\$ 19,362	\$ 116,170
SOC	\$ (206,438)	\$ (136,063)	\$ 136,063	-20%	\$ (27,213)	\$ 108,850
Total	\$ (18,246,940)	\$ (13,665,927)	\$ 13,885,409		\$ (2,309,921)	\$ 11,575,488

Comparison of Final Calculation (May) to the Original Glidepath Estimate (January)

Reductions in Glidepath were generally attributable to increases in tuition revenues (and vice-versa). Business is the only outlier, and we have communicated with them directly on this matter.

College	Adjusted Glidepath (January)	Adjusted Glidepath (May)	Var	Var %
CAHS	\$267,248	\$296,913	\$29,665	11.1%
CADA	\$902,634	\$849,706	(\$52,928)	-5.9%
CBA	\$399,533	\$43,896	(\$355,637)	-89.0%
COM	\$855,035	\$303,920	(\$551,116)	-64.5%
CUPPA	\$273,749	\$171,552	(\$102,197)	-37.3%
DENT	\$0	\$82,395	\$82,395	N/A
EDUC	\$176,771	\$88,955	(\$87,816)	-49.7%
ENG	\$522,827	\$391,237	(\$131,590)	-25.2%
LAS	\$6,403,261	\$6,166,148	(\$237,114)	-3.7%
NUR	\$1,616,546	\$1,775,192	\$158,646	9.8%
PHARM	\$1,079,730	\$1,180,555	\$100,825	9.3%
SPH	\$14,146	\$116,170	\$102,024	721.2%
SOC	\$191,533	\$108,850	(\$82,683)	-43.2%
Total	\$12,703,014	\$11,575,488	(\$1,127,526)	-8.9%

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Appendix: Escrow Repayment Schedule

College/Unit	FY17 Escrow Amount	FY18 - FY23 Payment Total	FY 24 Payment
Applied Health Sci	2,759,904	2,276,219	483,685
Dentistry	1,553,193	1,280,990	272,203
Medicine**	7,351,655	6,094,826	1,319,475
Nursing	2,640,021	2,177,346	462,675
Pharmacy	10,118,228	8,344,967	1,773,261
Public Health	2,616,615	2,158,042	458,573
Social Work	1,069,683	882,217	187,466
VCHA	6,305	6,305	0
VCHA Totals	28,115,604	23,220,911	4,957,338
College/Unit	FY17 Escrow Amount	FY18 - FY23 Payment Total	FY 24 Payment
Business Admin	2,375,217	1,958,950	416,267
Education	1,948,836	1,607,295	341,541
Engineering	607,224	500,805	106,419
Honors College	301,254	248,458	52,796
Liberal Arts & Sci	20,555,963	16,953,446	3,602,517
Urban Plng & Public Affs	1,353,116	1,115,977	237,139
Library	344,551	344,551	0
Graduate College	676,504	557,944	118,560
Provost	170,538	140,651	29,887
Office of Diversity	563,538	464,776	98,763
VP-Faculty Affairs	68,262	56,299	11,963
VP-Undergrad Affairs	323,654	254,479	69,175
VP-Global Engmt	35,891	30,535	5,356
VP-Acad Enrlmt Svcs	81,249	67,010	14,239
Provost Totals	29,405,797	24,301,177	5,104,620
College/Unit	FY17 Escrow Amount	FY18 - FY23 Payment Total	FY 24 Payment
Chancellor*	1,066,580	893,408	173,172
VC Admin Svcs	18,736	18,736	0
VC Innovation: Tech Solns	279,887	230,836	49,051
VC Innov: UIC Ext Campus	249,770	205,997	43,773
VC Research	2,330,611	1,922,162	408,449
VC Student Affairs **	2,038,968	1,598,633	466,408
Chancellor Totals	5,984,552	4,869,772	1,140,852
College/Unit	FY17 Escrow Amount	FY18 - FY23 Payment Total	FY 24 Payment
College & Admin Unit Totals	63,505,953	52,391,861	11,202,811
Central Escrow Repayment	48,448,270	38,792,651	9,655,621
Grand Total***	111,954,223	91,184,511	20,858,432
*Includes all reporting units			
**Repayment includes escrow balances that have earned interest.			
***Includes miscellaneous adjustments for loans and other actions.			

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Salary Guidelines

Fiscal Year 2024 Milestones

Date	Milestone
June 27	Salary Planner Opens
July 21	Lockout Date for Academic (AC), Visiting Academic (VAP) and Open Range (OR) scenarios
August 16	Upload of Visiting Academic (VAP) records
August 21	Upload of Academic (AC) records
August 24	Upload of Open Range (OR) records
August 25	Lockout and Upload of Unpaid (UA) records
September 13	BW 19 Pay Date
September 15	MN 9 Pay Date
September 21	Board of Trustees (BOT) Meeting
September 23	Notice of Appointments (NOAs) released

Salary Planner

Salary Planner is the tool used by departments to reappoint employees, enter annual salary changes and account for changes in budgeted positions and associated job records. This system creates a file to upload salary changes into Banner HR.

All units will be required to complete data entry into Salary Planner by **5:00 on July 21, 2023**. At that time, data entry will be locked, and no further edits can be made. This deadline is critical to assure sufficient time for UIC Human Resources to review and process the data that is used to create Notice of Appointments (NOAs).

The effective date for eligible academic professional employee and faculty salary increases is August 16, 2023, and August 20, 2023, for open range civil services employees.

Salary Rates and Increases

Salary Rates and Increases for Union Represented Employees

Salaries for employees represented by a collective bargaining agreement are set in accordance with the terms of their respective union contracts. All current labor agreements are available on the UIC HR website. **Employees represented by a bargaining unit that is currently undergoing labor contract negotiations will not receive any wage increases until those contracts are ratified.** Salaries for civil service employees covered under prevailing wage rates will be paid in accordance with the amounts established by those laws and related rules. These increases are not subject to Salary Planner data entry and will be implemented by UIC Human Resources. Questions regarding salary rates for represented civil service employees should be directed to UIC HR Compensation at jrailey@uic.edu.

See also: <https://hr.uic.edu/hr-staff-managers/labor-employee-relations/labor-agreements/>.

Salary Rates and Increases for Represented Faculty

Effective August 16, 2023, the University will implement a salary increase for tenured and non-tenured track bargaining unit members on the basis of merit equivalent to 4% (the FY 2024 campus-wide general salary program).

Effective August 16, 2023, for the 2023-24 year, each applicable college will be allocated an amount equal to 1.75% of the applicable tenure and non-tenure system faculty salary base for pay adjustments which should be awarded to individual faculty to specifically address compression and equity issues and should not be awarded in addition to merit increases if not warranted on an individual basis.

Salary Rates and Increases for Faculty Not Represented by a Bargaining Unit

Faculty that are not represented by a bargaining unit are eligible for merit increases. At the discretion of the college dean, pay adjustments to address compression and equity concerns are optional if such circumstances may dictate, but are not required on an individual basis. All such increases for this group of employees must be entered into Salary Planner by the aforementioned deadlines.

Salary Rates and Increases for Graduate Employees Organization

Continuing Graduate Assistants are eligible for the campus wage plan (4.0%). Continuing Graduate Assistants will have a minimum salary level for a 50% FTE, 9-month appointment of \$23,494. Research Assistant salaries must be at least the minimum rate as for represented Graduate Assistants.

Compression, Equity, Market and Retention

Overview

An additional pool of 0.5% is authorized to address employee compression, market, equity and / or retention (CEMR). In general, vice chancellors and college deans should not exceed 4.5% in total funding (4.0% merit + 0.5% CEMR) except for circumstances when approved by their cognizant executive, e.g., Chancellor, Vice Chancellor for Health Affairs or Provost. In such circumstances the availability of funding for the amount over 4.5% must be validated. To assist in determination of CEMR awards, the following definitions are provided:

Compression

Compression refers to a salary inequity, when new hires are offered a higher salary than existing employees when there are no appreciable differences in job scope, duties, knowledge, skills, experience, performance, or education required for the role, which may cause misalignment between peer positions and / or managerial roles if the rate of increase is not aligned.

Equity

Equity refers to establishing and maintaining wages at UIC based on equal pay for employees with equivalent experience and qualifications for UIC positions following the concept of “equal wages for equal work” – which means equivalent skill, effort, responsibility and working conditions, except when a wage difference is based upon some other factor, such as experience, longevity, or merit progression within ranges. Equal pay is required pursuant to University policy and several federal and state statutes, e.g., the Fair Labor Standards Act, the Civil Rights Act and the Illinois Fair Employment Practices Act, the requirements of which vary. Differences in pay shall not be based upon race, color, religion, sex, national origin or age.

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Market

Market refers to aligning UIC pay for positions to prevalent market levels on average for a specific job. UIC seeks to compare salaries to public employee salaries in the Chicago market, which will vary based on the type of position, availability, and transferability in the marketplace. Total compensation factors, such as paid vacation and holidays and other employee benefits should be considered.

Retention

Retention refers to situations at UIC where departments / units have potential employee retention impacts due to external and internal transition of employees who may seek to leave their current position; this may also include preemptive retention considerations.

Salary Minima

Minima for AP, Clinical / Research Hourly, Tenure and Non-Tenure Faculty

The following salary minimums are applicable for the 2023-24 year.

- The new minimum salary for full-time Academic Professionals and Postdoctoral Research Associates is \$39,051 for 12-month service at 100% FTE.
- The Clinical / Research Hourly minimum will be \$18.77 per hour.
- The contracts covering Tenure System Faculty and Non-Tenure System Faculty require the following minimum salaries:

Non-Tenure System Faculty Title	Minimum Salary <i>based on 9-month service*</i>
Instructor, Lecturer, Clinical Assistant Professor, or Research Assistant Professor	\$60,000
Senior Instructor, Senior Lecturer, Clinical Associate Professor or Research Associate Professor	\$66,000
Clinical Professor or Research Professor	\$72,600
Tenure System Faculty Title	
Assistant Professor	\$71,500
Associate Professor	\$78,650
Professor	\$86,515

**All Library faculty are included under the nine (9) months service minimum.*

Minima for Graduate Employees Organization

The current minimum salary level for a new 50% FTE, 9-month appointment is \$23,440. The Graduate Hourly rate minimum is \$30.05 per hour. Employees appointed to jobs covered by this collective bargaining agreement must be paid at the minimum or greater. These employees may be appointed at an FTE above or below the standard 50% level at the salary rate for that FTE.

Fiscal Year 2024 Budget & Salary Guidelines

See also: <https://hr.uic.edu/hr-staff-managers/compensation/minima-for-graduate-appointments/>.

Minima for Student Employee Wage Plans

The minimum rates for student employees will increase by \$1.00 effective August 20, 2023. All current student employees will automatically be raised to the new minimum rates. The Office of Student Employment and Career Readiness plans to send out a communication with additional information in mid-July.

Minima Extra Help Employee Salaries

Compensation for Extra Help / Temporary employees will be set in accordance with established approved State Universities Civil Service System classifications and University of Illinois pay plans. The pay rate for existing Extra Help employees will follow the salary range for the appropriate position classification based on the job responsibilities performed.

For specific information, contact uichrextrahelpadmin@uillinois.edu.

Eligibility & Approval Requirements

Employees Not Eligible for Salary Increases

The following employees are not eligible for merit salary increases:

- New hire effective on or after 4/1/2023 or individuals who have been newly appointed to a different position with a pay increase;
- Employee who received a significant off-cycle pay increase effective 4/1/2023, or after, e.g., 8% or greater;
- Employees who are separating (documented);
- Residents (UI Health, Medicine, Pharmacy, Applied Health); and
- Employees represented by a labor union:
 - If currently engaged in collective bargaining (SEIU, Operating Engineers, LPN's).
 - If the contract does not provide for wage increases pursuant to the campus salary program, contract or prevailing wages.

Open Range Civil Service Employees on Probation

Open Range Civil Service employees on probation are not included in Salary Planner. However, these employees may be eligible for an increase upon the successful completion of their probationary period (at either the 6- or 12-month point depending on the classification). For these situations, units must process a HR Front End transaction and attach the Open Range Merit Transmittal form, no later than 30 days following completion of the probationary period. Any post-probation increase that exceeds 8% will require justification and approval from the appropriate dean, vice chancellor, or vice provost.

Reemployed Retirees

Reemployed retirees may be eligible for an increase. Apart from those covered by a collective bargaining agreement, which allows for an increase, increases for this group should be processed via the HR Front End along with the approved Proposal for Re-Employment of a SURS Employer Retiree. Careful review should be completed by the college / unit before submitting requests through the Rehire / Retiree process. Each employing unit is responsible for all costs, additional SURS contributions, and penalties

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associated with exceeding the limit on earnings. Please review the Employment of UI Retirees and other SURS Annuitants website for addition information.

See also: <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5692>.

Approval Requirements

Pre-approval of the Chancellor, Acting Provost, or Vice Chancellor for Health Affairs (based on the reporting line of the dean or vice chancellor) is required for the following:

- Individual salary increases greater than 8%.
- Salary increases for individuals hired on or after April 1, 2023.
- Salary increases for individuals who have already received an 8% or greater pay increase effective April 1, 2023, or after, including those hired to a new position.
- Open Range post-probationary increases that occurred during AY 2022-2023 that exceed 8%.

Increases exceeding 8% for any RAMP administrator require Chancellor review and approval. A notation of the approved exceptions must be documented in the Salary Planner Comments box and on the Salary Planner Exceptions Spreadsheet that must be submitted to UIC HR by July 21, 2023. Approved exceptions should also be documented in the Salary Planner Comments. 0% increases do not need approval but require justification noted in the Salary Planner Comments box or the Salary Planner Exceptions Spreadsheet for those not in an editable Salary Planner extract.

Each dean or vice chancellor is responsible for authorizing salary awards within the 4.0% authorized pool. If a dean or vice chancellor wants to exceed that pool amount, they are required to certify sufficient funding is available to cover the recurring costs. This information should be provided to Michael Ginsburg, Interim Vice Chancellor, Budget, HR & Financial Administration.

Other Salary Guidelines

Employee Notification

All employees who are eligible for merit salary increases as outlined above should be appropriately notified about the amount of their salary increase, or if they are determined ineligible. Formal written communication is the preferred method. The communication should not occur prior to the announcement by UIC HR that the upload has occurred. Individual employees should receive a notification from their college / department PRIOR TO THE FIRST PAY DATE the increase will occur (9/15/23 for Academic employees, and 9/13/23 for Civil Service employees.)

Although the form of communication is up to the college / department, it should preferably be in writing and supervisors should make themselves available to discuss the new salary with individual employees. All academic employees will receive a new Notice of Appointment (NOA) after Board of Trustees approval at the September board meeting (expected issuance date: 9/23/23).

SURS 6% Rule

SURS requires that employers pay the present value of the resulting increase in benefits attributable to the portion of any salary increases in excess of 6% during the participant's final rate of earnings period. For employees who first became members of SURS (or a reciprocal retirement system) before January 1, 2011 (Tier I members), the final rate of earnings is the four consecutive academic years of employment

in which earnings are the highest (or the 48 months of employment for certain employees). For individuals who first became members of SURS on or after January 1, 2011 (Tier II members), the final rate of earnings is the eight consecutive academic years of employment out of the last ten academic years of employment in which earnings are the highest (or the 96 consecutive months of employment out of the last 120 months of employment in which earnings are the highest for certain employees).

The financial ramifications of the SURS Rule should be considered when determining merit salary increases as the cost penalties payable to SURS will be the responsibility of the hiring unit.