



Budget & Salary Guidelines Fiscal Year 2025

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Fiscal Year 2025 Budget & Salary Guidelines

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Budget Guidelines

Fiscal Year 2025 Milestones

Milestone	Date
Board of Trustees approves FY2025 preliminary operating budget (to allow spending to occur effective July 1)	May 16, 2024
Legislature passes FY24 University appropriation bill	June 5, 2024
Budget Development "Phases" open in the Budget Development System	June 3, 2024
The Budget Development System is opened to units to begin data entry for State and Institutional budgets	June 7, 2024
Information on Institutional Funds budgeting is distributed to colleges / units	June 7, 2024
Final "Green Sheets" and "Budget Shares" that detail UIC's state revenue estimates based are issued by the System Budget Office	June 14, 2024
Final FY2023 Permanent State budget bases communicated to college / units (Allocation Sheets)	June 24, 2024
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 28, 2024
The Budget Office performs Institutional reconciliation and finalizes Budget Development data for Institutional funds	July 5, 2024
Final "Growth / Decrease Factors" due to the Budget Office (and communicated to the University System Budget Office.	July 5, 2024
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 19, 2024
The Budget Office performs State reconciliation and finalizes Budget Development data for State funds	July 26, 2024
System Office receives UIC Budget Development Data and begins incorporation into the Budget Summary for Operations	August 7, 2024
Board of Trustees approve FY 2024 Budget Summary for Operations	September 19, 2024

State of Illinois Operating Budget

Budget Overview & Highlights

Governor Pritzker signed Public Act 103-0589, the state of Illinois budget for Fiscal Year 2025, on June 5, 2024. The State budget appropriated \$2.6 billion for higher education and includes a \$24.6 million increase in operating funds for public universities, a \$10 million increase for the State's Monetary Award Program (MAP), and a \$5.9 million increase for community colleges. The State's AIM HIGH program remained flat at \$50 million, and the University's matching requirement remained 35%. The Minority Teachers of Illinois Scholarship Program (MTI) also remained flat at \$8 million. The State funded two new programs for Fiscal Year 2025, with \$30 million for new workforce development grants and \$5 million for a new Early Childhood Access Consortium for Equity (ECACE).

UIC Incremental State Appropriation

The University of Illinois received a 2% incremental State appropriation on our unrestricted general operating funds over the prior year. However, none of UIC's Special State Appropriations (detailed below) received increases. In addition, the System Office will retain \$2,000,600 (System-Wide) of the incremental appropriation to fund Cybersecurity initiatives. UIC's net discretionary share is therefore \$4,070,900. Given that we did not receive any adjustments to our special State appropriations (which total \$43,011,800) and recognizing the deduction for Cybersecurity, UIC's actual increase translates to 1.55% over our total FY24 State appropriated budget (inclusive of special State appropriations).

Special State Appropriations

Special State appropriations were held flat from FY 2024 levels:

Special Appropriation Item	FY2025 (\$'s * 1,000)	Source of Funds
Hispanic Center for Excellence	\$750.0	Educational Assistance Fund
College of Dentistry Clinics	\$302.2	Educational Assistance Fund
Public Policy Institute (IPCE)	\$1,079	Educational Assistance Fund
Illinois Heart Rescue	\$500.0	General Revenue Fund
University of Illinois Hospital	\$40,380.6	General Revenue Fund
Special State Appropriations Subtotal	\$43,011.8	
Fiscal Year 2024 Unrestricted Appropriation	\$220,042.7	Educational Assistance Fund
Fiscal Year 2025 Incremental Appropriation	\$4,070.9	Educational Assistance Fund
Fiscal Year 2025 Total State Appropriation	\$267,125.4	

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 FY2025.

A special appropriation was added during FY2022 (\$769,000) from the State Coronavirus Urgent Remediation Emergency Fund provided from 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. Unlike our normal State appropriations, this is one-time funding – once it is exhausted, it will not be renewed. The anticipated unused portion is reappropriated annually (\$462,700 for Fiscal Year 2024 and \$156,600 Fiscal Year 2025). However, only the unspent

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balance of the original \$769,000 FY2022 appropriation will be available to spend in FY2025; this amount will be determined following the close of Fiscal Year 2024.

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 \$6,300.

Capital Budget

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

- General Repair & Renovation Funding (R&R): \$148,685,875
- Advanced Chemical Technology Building: \$68,000,000
- Clinical Decision Unit (Hospital): \$65,000,000
- Computer Design Research & Learning Center: \$29,201,316
- Other Small Projects: \$6,985,628

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) and Funding

Salary Program Overview

On July 10, 2024, President Tim Killeen announced a 2.0% merit-based salary program for AY 2024-2025. As a merit-based salary program, individual employees are not guaranteed any percentage increase, e.g., 2.0%, 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. In addition, the program included an additional 0.25% to address compression, equity, market, and retention (CEMR) concerns. Please refer to the Salary Guidelines for additional information.

See also: [Salary Guidelines](#).

Central Salary Support

The Chancellor has authorized releasing \$3 million of the \$4 million Fiscal Year 2025 incremental State appropriation to partially fund salary cost escalation associated with Salary Plan and negotiated wage increases. UIC is projecting a \$3.3 million reduction in tuition revenue for Fiscal Year 2025 (University-wide). \$1 million of the Fiscal Year 2025 incremental State appropriation will be retained centrally to

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offset the projected \$1 million reduction in the University's share of tuition. Although \$3 million will only fund 24.72% of projected cost increases, the distribution fully exhausts all new recurring State monies. A description of the distribution methodology follows.

See also: [Appendix: Incremental State Appropriation Distribution for Salary Support](#).

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 base increases for all employee groups and the 1.50% 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 (see Salary Allocation Exclusions below). Estimates for GEO-represented Teaching Assistants were based on actual payroll expenditures for Fall 2023 and Spring 2024. 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	2.00%	0.00%
Rep Civil Service	2.48%	0.00%
Faculty: Non-Represented	2.00%	0.00%
Faculty: Represented	2.50%	1.50%
GEO	2.00%	0.00%

Estimated increases for AP, CS Open Range, Non-Represented Faculty, and GEO are based on the campus salary program. Estimated increases for Represented Faculty are based on the negotiated contract. Estimated increases for Represented Civil Service are based on the negotiated contracts, but salaries were first adjusted to reflect a retroactive 4% FY24 increase. Then an average base increase was computed using the negotiated rate and the number of FTEs in each bargaining unit. This average base increase was applied to all Represented Civil Service employees.

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: Incremental State Appropriation Distribution for Salary Support](#).

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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

The Budget Office began distributing State Fund Allocation Sheets on June 17, 2024, 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 each of their departments;
- ensure the accuracy of entries made into the Budget Development System;
- ensure that total budgets reconcile to the total allocated operating budget;
- and finalize all data entry in the Budget Development System by July 12, 2024.

State Allocation Sheets will need to be reissued beginning the week of July 8, 2024, to reflect the incremental salary support approved by Chancellor Miranda. However, units may refer to the salary support allocation schedule in the Appendices of this document and rely on that information for the purposes of Budget Development and data entry.

See also: [Appendix: Incremental State Appropriation Distribution for Salary Support](#).

Tuition Revenue

The FY 2025 budget reflects a \$3.27 million reduction in tuition revenue, of which \$1.91 million is distributed to various colleges in accordance with the tuition distribution model.

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 graduate 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 2025 uses FY 2024 data to project the amount of these transfers. Adjustments are made during the year-end tuition reconciliation to reflect the current year's 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 Science in Engineering, and the Master of Education (MEd) in Instructional Leadership, Master of Science in Statistics. 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.

UIC enrolled Shorelight-sourced international students into select graduate programs from Fall 2019 through Summer 2024. 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. No Shorelight-sourced international students will be newly enrolled in Graduate programs as of Fall 2024.

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.)

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- 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: FY2025 will reflect 2024 actuals. Beginning in FY2025, transfers will be done in cash. Permanent budgets will be removed from the colleges on the FY2025 Allocation Sheets, and a cash transfer will be completed in Q1 or Q2 in each year going forward. Assessments to Administrative Units will continue to be done in cash.

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 2021 and FY 2024 Period 11. This data, along with information regarding new or expiring awards, is used for the FY 2025 forecast. Campus units should update the Budget Development system with the proposed budgets for FY2025. 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 and the System Office rate is 2.42%. There are three administrative allowance assessments on MSP funds:

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- UIC assessed a rate of 0.16% in Fiscal Year 2024 to fund debt service on the College of Medicine Research Building. However, this assessment will not continue in Fiscal Year 2025 since the debt service payments for this building ended in Fiscal Year 2024. A new rate may be implemented in the future once the Budget Model Redesign is finalized.
- The Vice Chancellor for Health Affairs assessed a rate of 1.32% to fund VCHA support for MSP operations in Fiscal Year 2024 which will be reduced to 1.19% for Fiscal Year 2025. 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 pro-rata to bring the assessment total 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.

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 will be sent their budget allocations no later than the week of July 1, 2024. 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 - \$483 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.

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[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/IT Assessment](#)

Library/IT (Range 1 - \$242 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 \$11.3M (after financial aid deduction of \$1.8M; also excludes UIC Law, as they retain their fee revenue.)

[Academic Facilities Maintenance Financial Assessment \(AFMFA\)](#)

Academic Facilities Maintenance Financial Assessment (Range 1 - \$368 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 \$16.7M (after financial aid deduction of \$2.9M), 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 - \$4,347 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 - \$529 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-

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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 ICR funds beginning in Fiscal Year 2024 based on posted expenditures (less the 25% campus share that is retained centrally.)

Operating Gift Funds

Expense budgets for FY 2025 will be incremented by 5.4%, 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

Technology Solutions Rate & 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 charging model for phone lines to a pricing model based upon unit FTEs for a "Basic Bundle" of IT-related services.

Chancellor Miranda, in consultation with Vice Chancellor Fajak and CIO Matt Riley, has recommended no increase in the Technology Solutions Rate for FY25 (will remain \$65.20 / month / FTE). The regional campus and System office rates will also remain unchanged. This basic bundle charge remains a major funding source for UIC's centrally-provided information technology services and 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. Given the decision to not raise the rate, some of our enterprise technology and related services will be reduced and there will be some impacts for the user community with these changes. Decisions for what will change and how are pending, but please know that Technology Solutions is dedicated to offering the best technology infrastructure and related services, in line with broad UIC goals, for whatever funding is available. Our underlying network connectivity, the technology needs of our students, enabling research through technology, and adding process efficiencies through our technology remain among our highest goals.

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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 FY25 Technology Solutions Rate is designed to fit with anticipated budgets across UIC. The campus will continue to use the adjusted FTE model and process to calculate the rate this fall. Longer term, the goal remains to work with budget redesign efforts 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

Fiscal Year 2025 Budget & Salary Guidelines

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 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 2025. Please note that the new or revised policies may still require some administrative attention – the Guidelines have changed regarding 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. 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 100024 for State funds that have been previously budgeted; only use 100025 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.

Fiscal Year 2025 Budget & Salary Guidelines

- 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 Davidson at adavids@uic.edu. She will “lock” your unit at that time, which prevents further modification of budgets.

Staff Contacts, Budgeting

Budget Guidelines & Allocations

Michael Moss, Associate Vice Chancellor (mmoss2@uic.edu)

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

Mark McClellan, Director, Accounting & Financial Reporting (mmccle1@uic.edu)

Dana Librot, Associate Director, Budget Operations & Compliance (dlibrot@uic.edu)

Budget Development System

Alex Davidson, Assistant Director, Accounting & Financial Reporting (adavids@uic.edu)

Budget Office Who to Ask: <https://budget.uic.edu/about-us/who-to-ask/>

Budget Office Who Does What: <https://budget.uic.edu/about-us/who-to-ask/tasks/>

Budget Office College Assignments: <https://budget.uic.edu/about-us/who-to-ask/college-units/>

Fiscal Year 2025 Budget & Salary Guidelines

Budget Appendices

Appendix: Incremental State Appropriation Distribution for Salary Support

Administrative Units	State Salaries	Est Increase	% Pool	\$ Allocated	% Covered
AVP Advising Development	\$336,798	\$6,736	0.06%	\$1,665	24.72%
AVP Student Success & Belonging	\$3,069,353	\$63,407	0.52%	\$15,673	24.72%
Campus Auxiliary Services	\$2,984	\$60	0.00%	\$15	24.72%
Chancellor	\$1,789,884	\$36,264	0.30%	\$8,964	24.72%
Innovation Center	\$593,999	\$11,880	0.10%	\$2,937	24.72%
Intercollegiate Athletics	\$821,978	\$16,722	0.14%	\$4,133	24.72%
Office of VC for Advancement	\$7,439,108	\$151,356	1.25%	\$37,413	24.72%
Provost & VC Acad Affairs	\$560,124	\$11,490	0.09%	\$2,840	24.72%
Social Justice Initiative	\$197,310	\$4,211	0.03%	\$1,041	24.72%
Strategic Mktg & Comm	\$2,904,410	\$58,088	0.48%	\$14,359	24.72%
Technology Solutions	\$9,523,299	\$209,392	1.73%	\$51,759	24.72%
VC for Health Affairs	\$586,586	\$12,425	0.10%	\$3,071	24.72%
Vice Chanc Administrative Svcs	\$6,608,803	\$138,319	1.14%	\$34,191	24.72%
Vice Chanc Diversity Equ Eng	\$2,603,163	\$53,770	0.44%	\$13,291	24.72%
Vice Chanc for Student Affairs	\$2,234,545	\$46,151	0.38%	\$11,408	24.72%
Vice Chancellor for Finance	\$10,298,265	\$210,743	1.74%	\$52,093	24.72%
Vice Chancellor for Innovation	\$2,198,008	\$46,311	0.38%	\$11,448	24.72%
Vice Chancellor for Research	\$11,594,491	\$236,390	1.95%	\$58,432	24.72%
Vice Provost Faculty Affairs	\$2,728,576	\$55,774	0.46%	\$13,787	24.72%
VP Enrollment Management	Separate MOU for FY25 Salaries			\$0	N/A
VP for Acdmc Prgrms and Effectness	\$1,980,660	\$40,639	0.33%	\$10,045	24.72%
VP for Global Engagement	\$2,476,000	\$67,096	0.55%	\$16,585	24.72%
Administrative Units Total	\$70,548,342	\$1,477,222	12.17%	\$365,148	24.72%
Colleges	State Salaries	Est Increase	% Pool	\$ Allocated	% Covered
Applied Health Sciences	\$17,748,406	\$560,073	4.61%	\$138,442	24.72%
Architecture, Design, & the Arts	\$16,515,379	\$518,804	4.27%	\$128,241	24.72%
Business Administration	\$34,940,115	\$1,145,717	9.44%	\$283,205	24.72%
Medicine Total	\$69,357,905	\$1,423,926	11.73%	\$351,974	24.72%
Dentistry	\$22,160,713	\$453,764	3.74%	\$112,164	24.72%
Education	\$10,437,548	\$328,186	2.70%	\$81,123	24.72%
Engineering	\$42,193,865	\$1,387,414	11.43%	\$342,949	24.72%
Graduate College	\$1,506,235	\$32,803	0.27%	\$8,108	24.72%
Honors College	\$1,320,769	\$27,043	0.22%	\$6,685	24.72%
Liberal Arts & Sciences	\$95,478,575	\$3,043,151	25.07%	\$752,224	24.72%
Library	\$8,124,297	\$255,112	2.10%	\$63,060	24.72%
Nursing	\$15,340,887	\$467,687	3.85%	\$115,606	24.72%
Pharmacy	\$15,746,159	\$320,986	2.64%	\$79,343	24.72%
School of Public Health	\$13,151,331	\$372,243	3.07%	\$92,013	24.72%
Social Work	\$4,036,679	\$120,517	0.99%	\$29,790	24.72%
Urban Planning & Public Affairs	\$7,057,903	\$201,976	1.66%	\$49,925	24.72%
Colleges Total	\$375,116,765	\$10,659,401	87.83%	\$2,634,852	24.72%
Grand Total	\$445,665,107	\$12,136,623	100.00%	\$3,000,000.00	24.72%

Fiscal Year 2025 Budget & Salary Guidelines

Appendix: Tuition Changes by College

Fiscal Year 2025 Projected Tuition Increments / (Decrements)							
College	UG Base	Grad Base	UG Dif	Grad Dif	Prof	E-Tuition	Total
CAHS	(\$276,971)	\$23,179	(\$30,213)	(\$1,182)	\$514,522	\$43,817	\$273,152
CADA	\$94,787	(\$37,607)	(\$10,571)	(\$20,678)	\$0	\$0	\$25,930
CBA	\$538,486	\$73,830	\$77,942	\$47,215	\$0	\$50,088	\$787,561
DENT	\$124	(\$2,411)	\$0	\$0	\$388,002	\$0	\$385,714
EDUC	\$10,271	\$136	\$0	(\$14,568)	\$0	(\$38,980)	(\$43,140)
ENG	(\$136,796)	(\$257,175)	(\$287,969)	(\$60,951)	\$0	(\$149,693)	(\$892,583)
VCAA*	(\$7,124)	\$16,991	\$0	\$0	\$0	\$0	\$9,867
HONORS	(\$138,983)	\$0	\$0	\$0	\$0	\$0	(\$138,983)
LAS	(\$1,499,232)	(\$961)	\$28,013	(\$380)	\$0	(\$1,547)	(\$1,474,107)
MED	(\$8,633)	\$977	\$0	(\$1,103)	\$68,255	(\$374)	\$59,123
NURS	\$45,780	(\$95,029)	\$21,605	(\$78,343)	(\$159,909)	\$2,363	(\$263,532)
PHARM	\$18,635	\$1,189	\$0	\$0	(\$681,285)	(\$293)	(\$661,754)
SPH	(\$66,620)	\$70,603	(\$6,091)	\$24,796	\$134,611	(\$156,349)	\$951
JACSW	\$0	(\$38,445)	\$0	(\$6,763)	\$0	\$0	(\$45,208)
CUPPA	\$116,690	(\$141,052)	\$0	(\$100,565)	\$0	\$188,950	\$64,023
Total	(\$1,309,586)	(\$385,775)	(\$207,284)	(\$212,521)	\$264,196	(\$62,017)	(\$1,912,987)

Fiscal Year 2025 Budget & Salary Guidelines

Appendix: Student Fee Budgets

Fiscal Year 2025 Student Fee Budgets				
Unit*	General Fee	Service Fee	Health Fee	Totals
Athletics - Athletics Facility	11.52	0.00	0.00	11.52
Athletics - Operating	4.22	115.63	0.00	119.85
Athletics - Scholarship Account	0.00	44.84	0.00	44.84
Campus Housing	53.42	0.00	0.00	53.42
Graduate Student Council	0.00	2.41	0.00	2.41
Health Professions Student Council	0.00	2.32	0.00	2.32
ISAC (UIC Grant)**	50.81	0.00	0.00	50.81
Pavilion	21.08	0.00	0.00	21.08
Student Affairs - Peoria COM	0.00	6.66	0.00	6.66
Student Affairs - Peoria CON	0.00	1.57	0.00	1.57
Student Affairs - Quad Cities	0.00	1.07	0.00	1.07
Student Affairs - Rockford COM	0.00	7.47	0.00	7.47
Student Affairs - Rockford CON	0.00	1.42	0.00	1.42
Student Affairs - Rockford PHARM	0.00	3.10	0.00	3.10
Student Centers - Operations	246.28	57.11	0.00	303.39
Student Centers-Dining	0.00	1.82	0.00	1.82
Student Centers-Meeting & Conferences	0.00	1.08	0.00	1.08
Student Centers-Forum	40.54	4.37	0.00	44.91
Student Centers-Recreations	54.64	59.08	0.00	113.71
Student Centers-Programs	0.00	36.07	0.00	36.07
Student Centers - SSB Staff Support	0.00	8.32	0.00	8.32
VCSA - Student Affairs Support	0.14	5.30	0.00	5.44
Student Development Services	0.16	6.80	0.00	6.95
Student Legal / Ombudsperson	0.18	7.78	0.00	7.96
UI Student BOT Member	0.00	0.23	0.00	0.23
Undergrad Student Government	0.00	2.33	0.00	2.33
Chicago Counseling Service	0.00	0.00	40.84	40.84
Family Med Chicago**	0.00	0.00	46.78	46.78
Peoria Counseling Service	0.00	0.00	1.86	1.86
Peoria Health Service	0.00	0.00	1.54	1.54
Pharmacy	0.00	0.00	5.83	5.83
Rockford Counseling Service	0.00	0.00	3.69	3.69
Rockford Health Service	0.00	0.00	2.80	2.80
Wellness Center	0.00	0.00	4.66	4.66
Dean of Students / Benefits Navigators	0.00	2.21	0.00	2.21
Contribution to Bad Debt	0.00	0.00	0.00	0.00
Contribution to Contingency	0.00	0.00	0.00	0.00
TOTALS	483.00	379.00	108.00	970.00

*

UIC School of Law directly receives all student fee revenue generated by their students.

Fiscal Year 2025 Budget & Salary Guidelines

Salary Guidelines

Fiscal Year 2025 Milestones

Date	Milestone
July 9	Salary Planner Opens
July 19	Lockout Date for Academic (AC), Visiting Academic (VAP) and Open Range (OR) scenarios
August 14	Upload of Visiting Academic (VAP) records
August 19	Upload of Academic (AC) records
August 22	Upload of Open Range (OR) records
August 23	Lockout and Upload of Unpaid (UA) records
September 11	BW 19 Pay Date
September 16	MN 9 Pay Date
September 19	Board of Trustees (BOT) Meeting
September 21	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 19, 2024**. At that time, data entry will be locked, and no further edits can be made. This deadline is critical to ensure 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, 2024, and August 18, 2024, 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/>.

Fiscal Year 2025 Budget & Salary Guidelines

Salary Rates and Increases for Represented Faculty

Effective August 16, 2024, the University will implement a salary increase for tenured and non-tenured track bargaining unit members on the basis of merit equivalent to 2.5% based on their contract.

Effective August 16, 2024, for the 2024-25 year, each applicable college will be allocated an amount equal to 1.5% 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.

Compression, Equity, Market and Retention

Overview

An additional pool of 0.25% is authorized to address employee compression, market, equity and/or retention (CEMR). In general, vice chancellors and college deans should not exceed 2.25% in total funding (2.0% merit + 0.25% 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 2.25% 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.

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 2024-25 year.

- The new minimum salary for full-time Academic Professionals and Postdoctoral Research Associates is \$43,888 for 12-month service at 100% FTE.
- The Clinical / Research Hourly minimum will be \$21.10 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 based on 9-month service*
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 or continuing 50% FTE, 9-month appointment is \$24,200. The Graduate Hourly rate minimum is \$31.03 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.

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

Fiscal Year 2025 Budget & Salary Guidelines

Minima for Student Employee Wage Plans

The minimum rates for student employees will increase by \$1.00 effective August 18, 2024. 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 uichextrahelpadmin@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 4/1/2024 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 4/1/2024, 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, etc.).
- 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 associated with exceeding the limit on earnings. Please review the Employment of UI Retirees and other SURS Annuitants website for additional information.

Fiscal Year 2025 Budget & Salary Guidelines

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

Approval Requirements – Employee exceptions

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

- Individual salaries increase greater than 8%.
- Salary increases for individuals hired on or after April 1, 2024.
- Salary increases for individuals who have already received an 8% or greater pay increase effective April 1, 2024, or after, including those hired to a new position.
- Open Range post-probationary increases that occurred during AY 2023-2024 that exceed 8%.

Requests for approval should be submitted on the Salary Planner Exceptions Spreadsheet, including the justification in the notes section, by **July 17, 2024, at 9AM**.

- Provost units should be submitted to Sarah Tapper (sdombr3@uic.edu).
- VCHA units should be submitted to Margaret Moser (mlmoser@uic.edu).
- Vice Chancellor units should be submitted to Sarah Tapper (sdombr3@uic.edu).
- Please copy Matt Fajack (mfajack@uic.edu) on all requests, regardless of reporting line.

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, 2024**. 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.

Approval Requirements – RAMP

All Dean, Vice Chancellor, and other RAMP administrator increases require approval by the Chancellor. The Provost and the Vice Chancellor for Health Affairs will submit to the Chancellor's Office by **July 17, 2024, at 9AM**. UIC HR will manually enter these increases after the salary planner deadline.

Approval Requirements – College pool

Each dean or vice chancellor is responsible for authorizing salary awards within the 2.0% 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 by **July 17, 2024, at 9AM**. This information should be routed as follows:

- Requests for Vice Chancellor units should be submitted to Sarah Tapper (sdombr3@uic.edu).
- Requests for Provost units should be submitted to Sarah Tapper (sdombr3@uic.edu).
- Requests for VCHA units should be submitted to Margaret Moser (mlmoser@uic.edu).
- Please copy Matt Fajack (mfajack@uic.edu) on all requests, regardless of reporting line.

All requests are due by **July 17, 2024, at 9AM**, regardless of reporting line.

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 (9/15/24 for Academic employees, and 9/11/24 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: 9/21/24). The following link provides a template letter that is available for units to use:

<https://uofi.app.box.com/s/c6drc2qotbx6otpboafet1gv1ap5s92>

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.