University of Utah Salary Justification Process for FY 2021

With regards to Salary Justifications for the FY 21 year, please plan to follow the new process prescribed below:

- Any salaries exceeding the President’s guideline of greater than XXX% will need to be listed on the Salary Justification Template and submitted to the Budget Office by June 1st.
- The Department Mass Update system (DMU) will not allow salary increases above the threshold percentage set by the President. Any employees, excluding students or part time employees receiving a salary increase above XXX% will need to have an ePaf submitted before DMU opens. This ePaf will be routed to regular approvers and then to Sandy Hughes and Mark Winter in the Budget Office.
- If the employee has been entered on the Salary Justification and approved by University Leadership, the ePaf will be approved. If the employee is NOT on the Salary Justification list or is not approved by University Leadership, the ePaf will be returned to the originating department. **Please note that this is a change in approvals and submissions from previous years.** For all other employees receiving a salary increase below the President’s Maximum XXX% increasing in DMU will be sufficient.
- Salary Justifications templates can be submitted in advanced of the June 1st date, as can the ePafs for those employees needing one submitted. Please plan to do the ePafs for those receiving an increase above XXX% before DMU opens.
- If the ePaf is pending prior to DMU then the DMU system will NOT list that employee because the pending ePaf is recognized as waiting for approval. The DMU can be completed for all of the other employees who are receiving less that XXX%. The pending ePafs will route to Sandy Hughes and Mark Winter during the month of June and into July to compare to the Salary Justification lists.
- If ePafs are submitted before DMU opens, this will help speed the process. Please be aware of approvers who may be out of the office during this crucial approval time period and plan accordingly.
- If you submit an ePaf in August or later and the increase is retroactive to July 1, 2020, that ePaf will also be routed to Sandy Hughes and Mark Winter.
- Please contact the Budget Office with any questions.