

FY19 Salary Increase FAQ's

1. What are the guidelines established for the 2018/19 annual salary increase process?

The NMSU Regents have approved a performance-based *pool of funds* to increase salaries for eligible faculty and staff. The funds were distributed as follows:

- Eligible faculty who earn less than \$50,000 a year (12 month faculty) or \$37,500 a year (9 month faculty) will receive a flat raise (\$1,000 for 12-month faculty or \$750 for 9-month faculty).
- Eligible exempt employees with a salary at or below \$50,000 are to receive a flat rate increase of \$1,000.
- Eligible exempt employees who have a salary above \$50,000 are to receive an increase based on their annual performance evaluation rating and the methodology used in their department to distribute the merit funds.
- A flat rate salary increase of \$1,000 was approved for eligible non-exempt (hourly) employees with salaries at or under \$50,000 and a 2% increase for eligible non-exempt employees with salaries above \$50,000.
- Eligible regular employees working less than full-time will receive an increase prorated according to their FTE.

2. Who is eligible for the increase?

- Staff hired before January 1, 2018 and who received at least “*meets expectations*” on their recent annual performance evaluation.
- Faculty hired before January 15, 2018 and who received at least “*meets expectations*” on their recent annual performance evaluation.

3. Are grant-funded employees also eligible for the increase?

Grant funded employees are eligible for the increase subject to the terms of the grant.

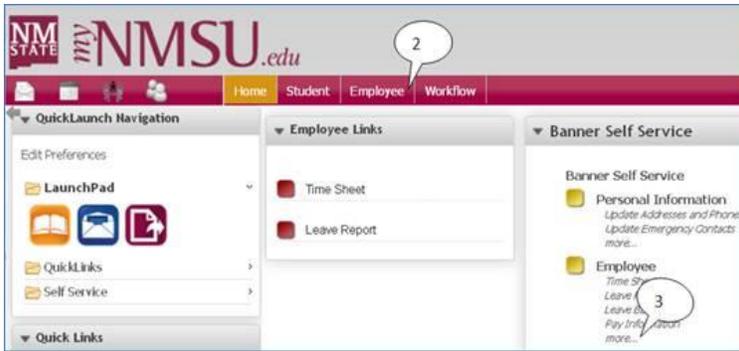
4. How can I find out what my salary increase is for fiscal year 2019?

FY19 salary letters are now available in myNMSU. Please follow the instructions below to view your salary letter from Chancellor Arvizu.

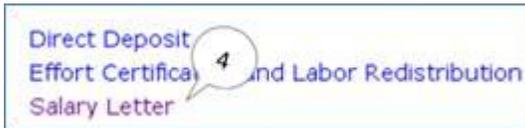
STEP 1. Login at: <https://my.nmsu.edu>

STEP 2. Click on the *Employee* tab

STEP 3. In the Employee section, click on *more*



STEP 4. Click *Salary Letter*.



STEP 5. Then click on *Salary Letter 2018/2019* to view your current Fiscal Year letter.



Employee

- [Salary Letter 2018/2019](#)
- [Salary Letter 2016/2017](#)
- [Salary Letter 2015/2016](#)
- [Salary Letter 2014/2015](#)

5. If there was a vacant position, was the merit funds allocated for the salary of that position accounted for or included in the merit pool?

No. Funding for the pool came only from filled positions and only existing employees meeting the raise criteria were given raises.

6. I thought that a 2% increase was approved by the State Legislature for all employees at NMSU. Why didn't I get the full 2% increase?

The legislature provided funding for an **AVERAGE** two percent salary increase to be included in the NMSU budget. The NMSU Board of Regents approved distribution of the allocation of those funds based on employee performance. Each college, division and/or department established a methodology for distributing the funds to their employees who are eligible for the increase. Therefore, based on the employee's performance and eligibility status, not every employee will receive a 2% increase.

7. How was it determined what increase would be given to employees with salaries over \$50,000?

Each Dean, VP and President was asked to adopt a methodology on how they would allocate their merit pool for exempt employees (including exempt faculty) within their department upon approval by the Chancellor/President and/or Provost. Please contact your supervisor for information on what methodology was used to determine increases in your department.

8. When will I see the increase on my paycheck?

Eligible employees with current pay (exempt) should see the increase in their July 13, 2018 paycheck. Eligible employees with lag pay (non-exempt) should receive the increase in the July 31, 2018 paycheck.

9. Can an employee decline the increase?

No, employees cannot decline their increase.

10. I heard that employees can view their compensation and benefit statement online. Where do I find my benefits statement?

Personalized compensation and benefit statements for the calendar year is available by logging into [MyNMSU](#), Employee, then More. Statements for current employees who had earnings during the calendar year will be available on the site. If you have any questions, please email them to benefits@nmsu.edu.

11. Who should I call if I have questions regarding my increase?

Questions regarding the distribution of your merit increase should be addressed to your supervisor.