



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Faculty eJobs

EGUIDE TO FACULTY OFF-CYCLE SALARY AND BONUS ACTIONS IN EJOBS

[Virginia Commonwealth University](#)
[Human Resources and Office of Faculty Recruitment and Retention](#)

July 2016

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Signing in to eJobs

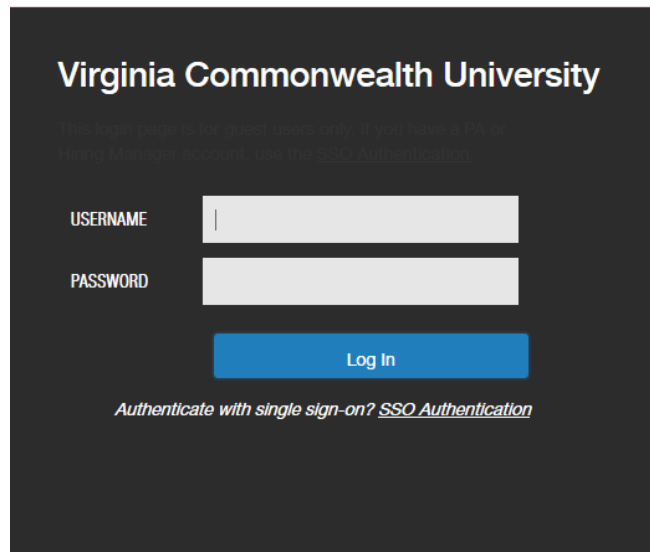
To request access to the faculty eJobs system:

- For Monroe Park Campus units, contact the Office of Faculty Recruitment and Retention (OFRR).
- For MCV Campus units, contact the Office of the Vice President for Health Sciences.
- For all other VP areas, contact the Office of Faculty Recruitment and Retention (OFRR).

Use your VCU eID and password to log in to eJobs. This is the same login that is used to access myVCU.

- Go to <https://www.vcujobs.com/hr/ss0>.

Inactivity - After a period of inactivity, eJobs will log you out. Click on the **SSO Authentication** link to log in again.



Virginia Commonwealth University

USERNAME

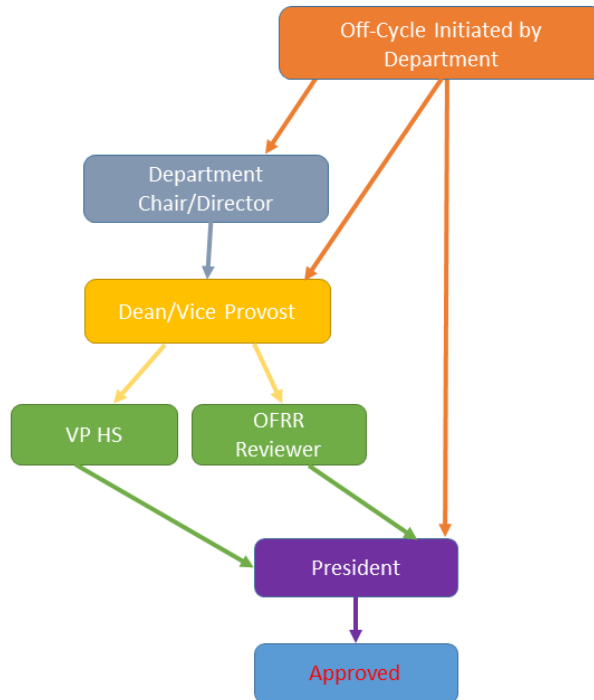
PASSWORD

Log In

Authenticate with single sign-on? [SSO Authentication](#)

Workflow for Faculty Off-Cycle Actions

Faculty salary increases and bonuses are to be awarded through the faculty merit process, the “on-cycle” faculty salary increase and bonus award process. Accordingly, requesting a salary increase or bonus award through this “off-cycle” process should be an exception to the faculty merit and bonus award process. Below is the workflow for approval:



User Groups who may access this action:

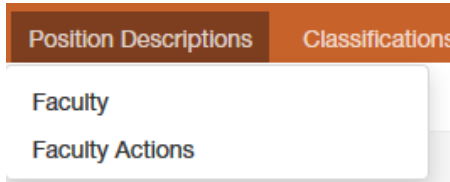
- Department (Note: only this user group has access to initiate/modify a off-cycle salary increase/bonus award; the others listed below are approvers)
- Department Chair/Director
- Dean/Vice Provost
- Vice President for Health Sciences (VPHS)
- Office of Faculty Recruitment and Retention (OFRR) Reviewer
- President

Off-Cycle Faculty Salary Increase

Go to <https://www.vcujobs.com/hr/sso> and log in with your eID and password.

Make sure you are in the **POSITION MANAGEMENT** module of eJobs (upper right corner, banner is orange) in the **Department** user group.

Under "Position Descriptions," select Faculty.

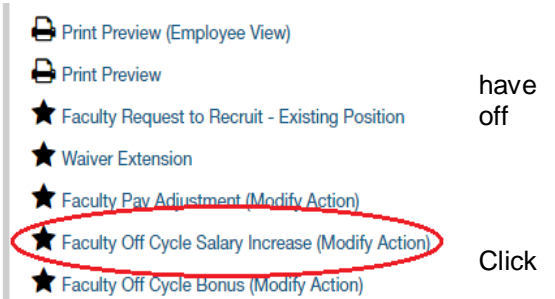


1. Search for the existing position number and select the position description. Review the position description in eJobs and verify that it is complete and up-to-date. (Some of the information will generate on the off cycle action and cannot be edited.) If a position description does not exist or if there is not a complete position description in eJobs, you will need to do the following:

- a. If there is an existing position description but there is missing information, click into that position description and then click "Faculty Request to Recruit - Existing Position"
- b. If there is NOT an existing position description, click "Create New Position Description", then "Faculty Request to Recruit - New Position"
 - i. Complete all the sections of the position description.
 - ii. DO NOT SUBMIT THE REQUEST TO RECRUIT action through the workflow. Instead, contact OFRR or VPHS, as applicable, to request that the updated position

description be approved.

2. If the existing position description is already complete, OR, once you finished creating or modifying the existing PD, you are ready to begin the cycle action. In the upper right corner of the position description, select "Faculty Off Cycle Salary Increase (Modify Action)".





Start Faculty Off Cycle Salary Increase (Modify Action) Action on Professor?

Once it has been started, this action will lock the position description from other updates until the action has completed.



"Start" on the next page.

You can navigate through the action in one of two ways: (a) Fill out each page, then click "Next"  and your changes will be automatically saved; or (b) use the links on the left side of the page to go directly to the section you want.

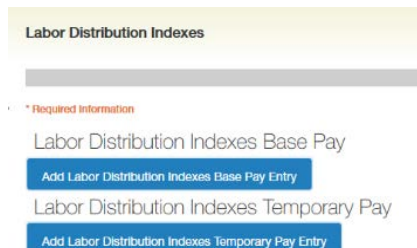
Use the "Save"  button to save your progress.

Move through the following sections, completing as necessary. Additional information on a faculty change in status is outlined in the [Faculty Salary Administration Guidelines](#) and on the [OFRR website](#).

Position Information: Complete all required fields (in red), as well as all fields for the type of salary increase (base pay/temporary pay) and the justification field. Be sure to follow any help texts that appear below the fields. Failure to complete all required fields and the fields for the type of salary increase, may cause a delay in the off-cycle being approved.

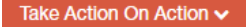
Note: Some of the fields will automatically populate with the information from the Position Description, please review all information and make any needed corrections. Only complete the base pay/temp pay section that is relevant to the type of salary increase.

Labor Distribution Indexes: Add labor distribution information by clicking on “Add Labor Distribution Indexes Entry” for the type of salary action (base pay/temporary pay). Check with your VP/Dean’s level Fiscal Administrator (FA) for appropriate funding approval.



Position Documents: Attach any required and optional supplemental documents.

Action Summary: Review all sections to ensure information is complete and accurate. Failure to complete required fields will prevent your action from being submitted. On the summary page, any section that has an **orange** exclamation point indicates missing data.

When all sections are complete, hover over the “Take Action On Action”  button and select the appropriate next approval step. When you transition the action, you will have the opportunity to add a comment, which will appear in the history of the action. If you wish to enter comments that will be visible to all users who view the action, use the “Comments” field within the off-cycle salary increase. You can also flag the request to appear on your “Watch List” and this will display the action on your home screen. If unsure, check with your school/unit on individual workflows for your area.

Off-Cycle Salary Increase Renewal

Renewals can be requested if the off-cycle salary increase request has been approved to continue for more than one year. Please follow the steps below when it is time to renew."

1. In eJobs search for the original off-cycle action.
2. Under the “Reports” tab select the “Off-Cycle Salary Increase Renewa PAF”.
3. Print the PAF complete the “New Start Date” and “End Date” and route for approval signatures.

Off-Cycle Bonus Award

Go to <https://www.vcujobs.com/hr/sso> and log in with your eID and password.

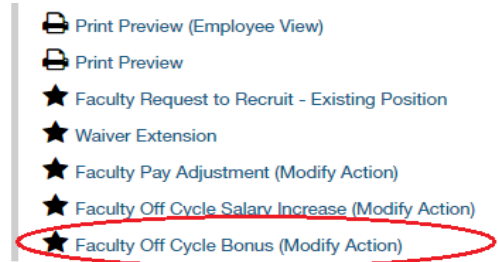
Make sure you are in the **POSITION MANAGEMENT** module of eJobs (upper right corner, banner is **orange**) in the **Department** user group.

Under “Position Descriptions,” select Faculty, then search for the position and select that position description by clicking on the position number.

1. Search for the existing position number and select the position description. Review the position description in eJobs and verify that it is complete and up-to-date. (Some of the information will generate on the off cycle action and cannot be edited.) If a position description does not exist or if there is not a complete position description in eJobs, you will need to do the following:

- a. If there is an existing position description but there is missing information, click into that position description and then click "Faculty Request to Recruit - Existing Position"
- b. If there is NOT an existing position description, click "Create New Position Description", then "Faculty Request to Recruit - New Position"
 - i. Complete all the sections of the position description.
 - ii. DO NOT SUBMIT THE REQUEST TO RECRUIT action through the workflow. Instead, contact OFRR or VPHS, as applicable, to request that the updated position description be approved.

2. If the existing position description is already complete, OR, once you have finished creating or modifying the existing PD, you are ready to begin the off cycle action. In the upper right corner, select "Faculty Off Cycle Bonus (Modify Action)".





Click "Start" on the next page.

Start Faculty Off Cycle Bonus (Modify Action) Action on Professor?


Once it has been started, this action will lock the position description from other updates until the action has completed.



You can navigate through the action in one of two ways: (a) Fill out each page, then click "Next"  and your changes will be automatically saved; or (b) use the links on the left side of the page to go directly to the section you want.

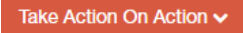
Use the "Save"  button to save your progress. Move through the following sections, completing as necessary. Additional information on a faculty change in status is outlined in the [Faculty Salary Administration Guidelines](#) and on the [OFRR website](#).

Position Information: Complete all required fields. Be sure to follow any help texts that appear below the fields. Failure to complete required fields will prevent your action from being submitted.

Labor Distribution Indexes: Add labor distribution information by clicking on "Add Labor Distribution Indexes Entry" . Check with your VP/Dean's level Fiscal Administrator (FA) for appropriate funding approval.

Position Documents: Attach any required and optional supplemental documents.

Action Summary: Review all sections to ensure information is complete and accurate. Failure to complete required fields will prevent your action from being submitted. On the summary page, any section that has an **orange** exclamation point indicates missing data.

When all sections are complete, hover over the "Take Action On Action"  button and select the appropriate next approval step. When you transition the action, you will have the opportunity to add a comment, which will appear in the history of the action. You can also flag the request to appear on your "Watch List" and this will display the action on your home screen. If unsure, check with your school/unit on individual workflows for your area.

Note: Faculty members who are approved for a bonus may elect to make a lump sum deferral equal to all or part of their bonus amount to a pre-tax or Roth retirement savings program on the date the bonus is paid. Upon approval of the off-cycle bonus award, the Dean's level PA should inform the faculty member that the deferral option may be available and direct the faculty member to contact VCU Benefits promptly if s/he wishes to pursue this option. VCU 403(b) deferral forms are to VCU payroll no later than the last day of the pay period in which the bonus is paid ([payroll process schedule](#)). VRS 457(b) deferral forms are due to VCU payroll no later than the last business day of the month prior to the bonus pay date.

