

# Salary & Wage Budget Guidelines

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**Information for the Preparation of  
FY 25 Salary & Wage Budgets**

## Fact Sheet – Salary & Wage budgets

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- Faculty and staff salary pool allocations should be conducted on the basis of a 3.5% distribution.
- Please note there is no standard salary increase percentage; however, individuals with "Fully Successful" performance can expect an allocation of around 2.0% (reference Explanation of Salary Spreadsheet). Performance ratings generate crucial data for supervisors to use in making salary allocation decisions.
- Faculty and Staff employed before March 1, 2024 are eligible for the salary allocation pool effective July 1, 2024. All allocations are based on performance, consequently it is not guaranteed to any individual. There is no minimum allocation for faculty and staff members. Individual allocations must not exceed two (2) times the budgeted amount available to the **department**, 7.0% for this purpose.
- Hiring salaries for vacant staff positions filled on or after March 1, 2024 should be adjusted to reflect FY25 hiring range minimums. Individuals hired on or after March 1, 2024 are not eligible for salary allocation effective July 1, 2024.
- All faculty salary allocations must be made on performance, judged on excellence and productivity in research and teaching with consideration given to university leadership and service. The principal responsibility for determining the salary pool allocation in each college is assigned to the Dean of that college, assuming the close involvement of the department chairs and subject to the overall approval of the Provost. Department chairs will need to consult with their Deans on the specific process to be used in their college. Additional dollars are being set aside for faculty promotions/tenure and special salary pool allocations administered through the Provost Office.
- Staff members exhibiting performance problems whose overall appraisal rating was less than fully satisfactory, it is recommended that no salary allocation be provided and a Performance Improvement Plan be established. Contact Human Resources for assistance in these cases.
- You may **NOT** mix salary pool allocations between faculty, exempt or non-exempt.

# Fact Sheet – Salary & Wage budgets

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- The employee benefit rate to be charged to non-research index (Banner index) ledgers 2, 3, 4, 5, 6 and 9 is 39% of all applicable salary codes and 8% of wage codes. The RA/GA/TA with No FICA estimated Health Insurance Subsidy Rate is 5.32%. The RA/GA/TA with FICA estimated Health Insurance Subsidy Rate is 13.32%. Research rate determination is not expected until June. Please check with the Office of Research for the appropriate rates to use on grants.
- For FY 25, there will be 5.0% change in the spending per share rate. The rate for FY 25 will be adjusted to \$7.940 per share. The appropriate spending amount has been automatically calculated and printed in the proposed column on the budget sheet.
- RA/GA/TA stipends vary by college and department. Chairs should consult with their deans. The stipend for all existing RA/GA/TA 's should be increased by 3.5%.
- The minimum stipend for RA/GA/TA will increase from \$2,160/month to \$2,240/month, and the minimum RA/GA/TA hourly rate will increase from \$16.20/hour to \$16.80/hour (Athletic GA and Greek Life GA are excluded).
- No increase has been authorized for Post Doc or wage budgets.
- There is no increase for vacant positions.
- **Submit Academic Areas to the Budget Office ([inbud@Lehigh.edu](mailto:inbud@Lehigh.edu)) by March 14, 2024**
- **Submit F&A Staff to Budget Office ([inbud@Lehigh.edu](mailto:inbud@Lehigh.edu)) by March 14, 2024**
- **Submit All other Staff to Budget Office ([inbud@Lehigh.edu](mailto:inbud@Lehigh.edu)) by March 18, 2024**

# Instructions and Explanation of Salary Spreadsheet

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- In the electronic spreadsheet, for staff, the information in columns A through N has already been entered into the spreadsheet. Please review this information for accuracy, especially verifying the FY24 base salary in column N. Enter x into column O for [continuing persons](#), and then enter the proposed salary allocation **percentage** adjustment in column R. Or enter an x in column P for noncontinuing persons. Please contact the Budget Office if you have any questions.
- In the electronic spreadsheet, for faculty, the information in columns A through J has already been entered into the spreadsheet. Please review this information for accuracy, especially verifying the FY24 base salary in column M. Enter x into column K for [continuing persons](#), and then enter the proposed salary allocation **percentage** adjustment in column N. Or enter an x in column L for noncontinuing persons. Please contact the Budget Office if you have any questions.
- If an individual is paid from multiple indexes, please be sure to check the labor distribution starting in column AA, if changes are needed, change the % allocation, **highlight changes**.
- 2023 OVERALL PERF RATING: This indicates what performance rating was given this year. If there is an N/A in this field it means that the performance review was not completed. Please encourage the staff member and their supervisor to complete the performance review. Retaining star performers is of the utmost importance in today's talent climate. The key to using salary allocations as a retention tool is to tie it to employee performance. An employee's individual performance rating and salary allocations recommendation should be in alignment.
- CURRENT COMPA-RATIO: Compa-ratio (comparison ratio) is a compensation metric that compares the salary an employee is paid to the midpoint of the salary range for their position or similar positions at other organizations. Compa-ratios reveal how far an employee's pay is from the market midpoint. If an employee has a Compa-ratio of 100 percent, they would be considered right "at market."
- YEARS OF SERVICE: This indicates how many years the employee has been employed with the university.
- Base salary allocation increases should be solely on recognition of performance and **NOT** in regards to soft or hard dollars available.
- All Salaries and Assistantships should be rounded to the nearest \$10.
- If you have a faculty or staff member who split between two different ORGS, only the salary that your unit is paying for is on your spreadsheet. You will need to work closely with the other unit to determine labor distribution.
- Please check the faculty promotion and tenure on the spreadsheet for the FALL 2024 only.