



To: Divisional Finance Officers
From: Trevor Rodgers, Associate Director, Planning & Budget
Re: Launch of the B6 Application
Date: February 22, 2016

Next week, Planning & Budget will issue divisional target budget letters and budget implementation instructions for the coming year. Given the importance of salary and benefits planning in the annual budget, the **B6 Application** is launched via the Financial Information System in advance so that departments may begin compensation planning as early as possible. The B6 application is now available, and will remain open throughout the 2016-17 budget implementation period, ending Monday, April 4, 2016.

The B6 Application for 2016-17 has been populated with the following salary details:

- For faculty and librarians, records are based on January 2016 payroll data, adjusted to account for the estimated impact of retroactive 2014-15 and 2015-16 ATB increases that will be processed in February and March of this year. The starting point for faculty and librarian salary planning in the B6 Application, therefore, is the **estimated** salaries of current faculty and librarians as of May 1, 2016.
- For all other staff, records are based on January 2016 payroll data. This includes the impact of 0.5% ATB for USW, PM/C, AP, and RA/SRA staff effective January 1, 2016. The starting point for all non-academic staff salary planning in the B6 Application, therefore, is the **actual** salaries of non-academic staff as of January 1, 2016.

Departments are asked to modify these B6 records to reflect planned hires, anticipated retirements, appointment changes, salary adjustments, etc. Once completed, the adjusted B6 records can be used to inform your compensation budget for the coming year. The 2016-17 standard benefits rate will remain unchanged. See the January 25, 2016 SBR memo from P & B for more details.

Further budget preparation instructions will follow, on or about February 29th. If you have any questions, please contact your Planning & Budget officer.