

Attachment II - FY2018 Merit Process Timeline

FY2018 Faculty, Librarians, and Professional Staff Salary Increase Process Timeline of Main Planned Activities as of August 16, 2017

Date	Activity
July 26	Units to receive policies/instructions for FY2017 salary increases
July 5-September 14	BGT closed except for salary module data entry. F1 and F2 entries can be entered for future revisions requests to be completed by units.
July 26-August 4	Units review data including service period, compensation information and supervisory organization from Workday Report - "Proposed Merit Increase Report for FY2018 R0535" and work with ISC on any data discrepancies/corrections.
August 7-8	ISC completes making changes/corrections to compensation data identified by units.
August 9-September 18	Restricted Entry of compensation transactions for currently employed faculty and librarians. No compensation changes to be entered into Workday including base pay changes and allowance changes.
August 9-September 18	Restricted Entry of compensation transactions for currently employed professional staff. No compensation changes to be entered into Workday including base pay changes and allowance changes.
August 9	OPB downloads files from Workday and "freezes" cells.
August 10	Units are sent Workday files for FINAL data entry by OPB.
August 10-22	Units enter merit recommendations into "protected" files provided by OPB for eligible Academic Personnel and Professional Staff.
August 22	Final merit recommendations are DUE , email Workday files to Judy Gustafson Golisch judygus@uw.edu. Judy will forward the files on to Academic Personnel and HR Compensation Office for review.
August 23-September 8	Academic Personnel and HR Compensation review merit recommendations submitted by units. Unit Administrator's, HR Managers must be available to answer any questions.
August 24-September 6	BGT Salary module available for units to key/input increases for permanently budgeted positions, module will close at 5 pm on September 6. Revision numbers will be sent via email on August 24 after 12 noon. This is required in addition to units entering proposed merit increases into the excel file for Workday that is due on August 22 The salary module is available for data entry as follows: Monday: 12:01 am to 10 pm Tuesday through Friday: 6 am to 10 pm Saturday: 6 am to midnight Sunday: midnight to 8 am and 10 am to midnight
August 23-September 8	Academic Personnel and HR Compensation review merit recommendations submitted by units. Unit Administrator's, HR Managers must be available to answer any questions.
September 7-11	OPB reviews BGT increases entered in the BGT Salary module.
September 8	Units receive approval from Academic Personnel and HR Compensation that their merit recommendations have been approved. Once final approvals received, units notify the employees of their merit increase. Units are not to notify employees until approval has been received from Academic Personnel and HR Compensation.

Date	Activity
September 8 (recommended)	Deans, Chancellor's, Vice Presidents or Vice Provosts notify employees of amount of salary increase, employees will be able to see their new salary rates in Workday on September 12.
September 8-11	Units run "Proposed Merit Increase Report for FY2018 R0535" before salary module data is loaded into Workday to have a "snapshot" prior to any changes.
September 12	ISC loads new salary rates by EIB to Workday.
September 12	Employees can see loaded new salary rates in Workday effective date 9/1.
September 12-15	Units review new full-time rates in Workday and work with the ISC on any corrections that need to be made.
September 13	Budget Office posts salary module increases to budgeted positions for faculty, librarians and professional staff.
September 18	ISC communication to campus that all data has been loaded and verified.
September 20	Payroll runs for PPE 9/15/17 for 9/25/17 pay date.
September 18-29	Academic Human Resources and ISC to manage approved promotion and sabbatical entry into Workday via EIB. Units will review data in advance of upload. Details to be disseminated by AHR to units by August 23, 2017.

As changes/additions occur to this timeline they will be posted on the OPB website:

<http://opb.washington.edu/content/compensation>

Tentative Dates:

- by September 13 Budget Office posts salary increases to classified represented budget positions.
- by September 13 Budget Office posts salary increases to classified non-represented budget positions.
- by September 13 Budget Office posts salary increases to ASE budget positions.