

## Attachment II

### FY2017 Faculty, Librarians, and Professional Staff Salary Increase Process Timeline of Main Planned Activities as of July 29, 2016

| Date  | Activity  |
|---|---|
| <b>Now through August 21, make changes and corrections in OPUS as necessary</b> |   |
| July 29   | Units to receive policies/instructions for FY2017 salary increases  |
| July 5-September 18   | BGT closed except for salary module data entry. F1 and F2 entries can be entered for future revisions requests to be completed by units.  |
| August 9  | Draft copy of salary module created, units can access worksheets (Excel) from web reports. Access reports at:<br><a href="https://depts.washington.edu/bgtrpts/salrev/">https://depts.washington.edu/bgtrpts/salrev/</a>  |
| August 16-18  | Salary module training, see OPB website for salary increase information for dates times<br><a href="http://opb.washington.edu/content/compensation">http://opb.washington.edu/content/compensation</a>  |
| August 22 (8 am-12 pm)  | Salary module created with Faculty, Librarian and Professional Staff budget and OPUS records.   |
| August 22 (after 12 pm) - September 2   | Salary module available for units to key/input increases, <b>module will close at 5 pm on September 2. Revision numbers will be sent via email on August 22 after 12 noon.</b><br>The salary module is available for data entry as follows:<br>Monday: 12:01 am to 10 pm<br>Tuesday through Friday: 6 am to 10 pm<br>Saturday: 6 am to midnight<br>Sunday: midnight to 8 am and 10 am to midnight |
| August 22-Sept 13   | Restricted Entry time in OPUS - no appointment # changes, no appointment #'s added or FT rate changes in OPUS for current employees with faculty, librarian or professional staff appointments  |
| August 24   | Per the 2016-17 Merit Spreadsheet letter sent from Rhonda Forman, merit increase recommendations due to Academic Personnel for Faculty and Librarians<br><a href="http://opb.washington.edu/content/compensation">http://opb.washington.edu/content/compensation</a>  |
| September 3-12  | Units run OPUS data warehouse report (EDW) before salary module data posts to OPUS to have a "snapshot" prior to any changes  |
| September 3-12  | OPB, Academic Personnel and HR Compensation review salary increase data entered by units  |
| September 12 (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 the evening of September 13 in Employee Self Service  |
| September 13  | New FT salary rates post to OPUS overnight and are visible in Employee Self-Service on the employees Job Profile  |
| September 14  | OPUS re-opened for normal operations, no restricted entries   |
| September 14  | Salary module increases posts to BGT positions  |
| September 14-19   | Units review EDW/OPUS reports after salary increases post to OPUS   |
| September 14-19   | Units make necessary corrections in OPUS for increases posted by salary module  |
| September 20  | Payroll runs for PPE 09/15/2016, pay date 09/25/2016  |
| September 21-28   | Units enter September 16 promotions in OPUS   |

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

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

Tentative Dates:

- August 24-September 2 Budget Office posts salary increases to classified represented budget positions
- August 24-September 2 Budget Office posts salary increases to classified non-represented budget positions
- August 24-September 2 Budget Office posts salary increases to ASE budget positions