

University of Washington - FY2018 Merit Process Grid

Business Process	Business Process Detail	Population	Is there a freeze period for this process?	Freeze Dates- do not enter transactions during this period	When can I initiate held transactions?	What effective date should I use?*
Request Compensation Change	Base Pay Change - Prostaff and Academic Personnel	Professional Staff and Academic Personnel	✓	8/9 - 9/18	9/18	9/16
	Base Pay Change - Ingrade Adjustments/Retention		✓	8/9 - 9/18	9/18	9/16
	Allowance Change (ex. ADS, TPI)		✓	8/9 - 9/18	9/18	9/16
	Additional Salary Plan (TSI)	OT Eligible Professional Staff	✓	8/9 - 9/18	9/18	9/16
Change Job	Promotion	Academic Personnel	✓	8/9 - 9/18	9/18	9/16
	Lateral	Professional Staff and Academic Personnel		n/a	n/a	n/a
	Transfer			n/a	n/a	n/a
	Demotion			n/a	n/a	n/a
Change Job Data Change	FTE Change	Professional Staff and Academic Personnel		n/a	n/a	n/a
	Location Change			n/a	n/a	n/a
	Work Shift Change			n/a	n/a	n/a
	Extend End Date/Reappointment			n/a	n/a	n/a
Costing	Costing Allocation	Professional Staff and Academic Personnel		n/a	n/a	n/a
Other Compensation Processes	One Time Payment	Professional Staff and Academic Personnel		n/a	n/a	n/a
	Period Activity Pay			n/a	n/a	n/a
Leave of Absence	Sabbatical	Academic Personnel	✓	8/9 - 9/18	after promotions have processed	9/16

*Recommended date. For exceptions, email the ISC with the subject line "FY2018 Merit Process Question".