

2020-21 PROFESSIONAL STAFF RAISE PROCESS SCHEDULE

Revised 06/22/2020

<u>Dates</u>	<u>Action</u>
Wednesday, August 12	Transactions* (submitted by departments) affecting 09/30/2020 data for AP, APSA, NURSES are received in the central HR EBS HR/Payroll Inbox for process.
Tuesday, September 8	Professional staff data LOADED into raise application.
Wednesday, September 9	Professional staff raise process available online; Units may ENTER raises online (2 1/2 weeks).
Friday, September 25 (MAU Deadline)	Raise process CLOSES ; Electronic approval COMPLETED . Please see communication from your MAU on internal deadlines.
Monday, September 28 through Wednesday, September 30	Raise files REVIEWED by Human Resources for processing.
Thursday, October 1 through Friday October 16	Raises LOADED into the HR/Payroll System, including manual corrections.
Monday, October 19 through Wednesday, October 21	Salaries reviewed against minimums. Those below the minimum will be brought up to the minimum and affected departments contacted by HR.
Monday, October 26	Raise notifications AVAILABLE electronically via BI report per MAU/Department security access to MAUs for distribution.
<p>*Transactions for AP, APSA, NURSES with an effective date of 09/30/2020 or earlier that are:</p> <ul style="list-style-type: none"> - Any type of action changing pay - Change of Positions moving employee into AP, APSA, NURSE personnel subareas. - Employment percent changes. - Terminations. - Retirements (10/01/2020 or earlier). - Transferring AP/APSA/NURSE employee into another department. - Requests to reclassify an employee into or out of AP/APSA/NURSE. These transactions may be held and applied with an effective date greater than 10/01/2020, depending on when the reclassification is received. 	