# 2023-2024  ACADEMIC RAISE PROCESS SCHEDULE - FINAL

Revised 07/16/2023
**(Faculty Raise Notifications SEPTEMBER 29)**

| <u>Dates</u> | <u>Action</u> | <u>Completed By</u> |
|---|---|---|
| Monday, July 17 | Academic salary and faculty raise guidelines distributed to DDC and MAU FOs. | Executive Offices/HR |
| Monday, July 17 through Friday, July 21 | Finders' List entries are compiled and emailed to MAU FOs (via Excel sheet). | HR |
| Monday, July 24 through Friday, July 28 | Finders' List entries are confirmed on Excel sheet and returned to Human Resources. | MAU FO |
| Monday, July 31 through Thursday, August 3 | Finders' List entries are entered into the HR-Payroll System. | HR |
| Friday, August 4 | Final FAS data loaded into raise application.  This reflects data entered into the HR-Payroll System as of COB August 3. | OFPB |
| Monday, August 7 | Equity and Excellence Market control totals established; Units may enter Equity and Excellence Market requests online *(open for 3 weeks)* | MAU FO/Units |
| Monday, August 7 | Merit control totals established; non-union and UNTF faculty and academic staff raise process available online; Units may enter raises online (*open for 3 weeks* ) | MAU FO/Units |
| **TRAINING** Wednesday, August 9 | Raise training held from 2:00 pm to 4:00 p.m. via Teams.  A separate invitiation will be sent by Human Resources | HR |
| Friday, August 11 | Eligibility determined; all faculty and academic staff lines have "Eligible for Raise?" column marked as Yes or blank (No) in raise application. (R01 Only) | MAU FO/Units |
| Friday, August 25 | Raise process closes; Electronic approval completed and locked. | MAU FO/Units |
| Friday, August 25 | <u>Equity and Excellence Market requests submitted and justification documentation emailed to executive offices. See market adjustment memos for email contacts for each executive office.</u> <u>Equity and Excellence Market process closes;</u> <u>Electronic approval completed and locked.</u> | MAU FO/Units |

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|---|---|---|
| Tuesday, Agust 29 | R01, R01, and E&E Market load files provided to Human Resources. | OFPB |
| Tuesday, August 29 through Friday, September 1 | Equity and Excellence Market justifcation documentation reconciled with market submissions. | Executive Offices |
| Wednesay, August 30 through Monday, September 11 | Merit amounts are loaded into the HR-Payroll System.  Reconcilliation checks are run with the HR-Payroll System to find missed FAS individuals due to late appointment entry. | HR |
| ***Monday, September 4*** | ***Labor Day Observed*** | |
| Tuesday, September 5 through Monday, September 11 | Equity and Excellence Market justifications reviewed and approved**;** Notifications sent to units | Executive Offices |
| Tuesday, September 12 | Lists containing missed eligible FAS individuals are emailed to MAU FOs for raise determination.(via Excel sheet) | HR |
| Tuesday, September 12 through Monday September 18 | Raises determined for missed FAS individuals and emailed to Human Resources. | MAU FO/Units |
| Tuesday, September 12 through Monday September 18 | Market, promotional increments, and UNTF Des B increases are loaded into the HR-Payroll System. | HR |
| Tuesday, September 19 through Friday, September 22 | Raises manually entered for missed appointments and final FTE salaries are checked against minima. | HR |
| Monday, September 25 | Lists of FAS individuals below the minima are emailed to MAU FOs. | HR |
| Wednesday, September 27 | Exception requests to minima are identifed. (Non-union only) | MAU FO/Units |
| Wednesday, September 27 through Thursday, September 28 | Minum salary adjustments made in the HR-Payroll System. Exception requests sent to FASA/EVPHS for further review. | HR |
| Friday, September 29 | Raise letters will be manually generated and emailed to each MAU FO. | HR |

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| Dates | Action | Completed By |
|---|---|---|
| Monday, October 2 through Friday, October 6 | Raise letters are reviewed for accuracy and disseminated to FAS individuals. | MAU FO/Units |

*Executive Offices include President's Office, Office of the Provost, EVPA, EVPHS, FASA)