

2024-2025 ACADEMIC RAISE PROCESS SCHEDULE - FINAL

Revised 06/21/2024

(Faculty Raise Notifications SEPTEMBER 30)

<u>Dates</u>	<u>Action</u>	<u>Completed By</u>
TBD	Academic salary and faculty raise guidelines distributed to DDC and MAU FOs.	Executive Offices/HR
Monday, July 15 through Friday, July 19	Finders' List entries are compiled and emailed to MAU FOs (via Excel sheet). July 18 - virtual training offered on maintaining Finders' List orgs.	HR
Monday July 22	Online live training conducted on the new academic raise application.	HR
Monday, July 22 through Friday, July 26	Finders' List entries are confirmed on Excel sheet and returned to Human Resources.	MAU FO
Monday, July 29 through Thursday, August 1	Finders' List entries are entered into the HR-Payroll System.	HR
Friday, August 2	FAS data loaded into the new HR-Payroll raise application.	HR
Monday, August 5	Merit/Equity and Excellence 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
Friday, August 23	Raise process closes; Electronic approval completed by MAUs/Colleges.	MAU FO/Units
Friday, August 23	Equity and Excellence Market justification documentation emailed to executive offices.	MAU FO/Units
Monday, August 26 through Friday, September 6	Equity and Excellence Market justification documentation reviewed and reconciled with market submissions. Corrections to market amounts communicated to HR by Friday, September 6. Labor Day observed Monday, September 2.	Executive Offices
Saturday, September 7 through Saturday, September 21	All raises and error corrections entered in the HR-Payroll System.	HR
Monday, September 23	Individuals below minimum emailed to MAU FOs.	HR

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Thursday, September 26	Exception requests to minima are identified and emailed back to HR.	MAU FO/Units
Friday, September 27	Minum salary adjustments made in the HR-Payroll System. Exception requests sent to executive offices for further review.	HR
Monday, September 30	Raise letters will be manually generated and emailed to each primary MAU FO.	HR

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