



Administrative Timeline – Medical Center

Action	Date
Merit program communication released	March 30
Distribution spreadsheets run by HR Compensation	May 1
Distribution spreadsheets released to Directors and above for merit calibration	May 8
Distribution spreadsheets returned to HR for first review	May 15
Distribution spreadsheets compiled/sent to Chiefs for final review/adjustment	May 22
Distribution spreadsheets returned to HR Compensation for Comp/HR Business Partner final review	June 2
Final merit report provided to Chief HR Executive	June 14
Effective date – bi-weekly paid	June 18
HR sends merit letters to Directors and above and notifies them that they may discuss increases with employees	June 22
Management discusses increases with employees once notification is received from HR	June 22 – 27
HRIS final file due by	June 26
Increases loaded into payroll system	June 27
Effective date – monthly paid	July 1
Payout date – bi-weekly paid	July 12
Payout date – monthly paid	August 1*

*Increases for SMG employees paid out in accordance with timeline established by UC Office of the President.