



### Administrative Timeline – Campus/Health Sciences

Action	Date
Merit program communication released	March 30
Last day to enter appointment/distribution changes into EDB for merit fund calculation by Budget Office ( <i>snapshot for merit fund taken on May 9</i> )	May 8
“Working” merit distribution spreadsheets released to school/division/department leaders ( <i>merit budget locked</i> ). Departments may update spreadsheets until June 6 moratorium; however, allocated merit budget will not change.	May 16
Departments determine merit levels and merit increases, and then calibrate using “working” merit distribution spreadsheets. “Working” spreadsheets will not be returned to HR.	May 16 – June 8
Departments send exceptions with justification to HR	May 31
Moratorium on employee appointment changes and fund changes begins	June 6
HR reviews exceptions and provides feedback to departments	June 1 – 9
“Input” merit distribution spreadsheets released to schools/divisions/department HR representatives. Final information from “working” spreadsheets transferred to “input” spreadsheets.	June 8
“Input” merit distribution spreadsheets returned to HR for final review	June 12
Final merit report provided to Chief HR Executive	June 14
Effective date – bi-weekly paid	June 18
HR notifies schools/divisions/department leaders that managers may produce merit letters using on-line template and discuss increases with employees	June 22
Management discusses increases with employees once notification is received from HR	June 22 – July 11
Increases loaded into payroll system	June 21-26
Moratorium on employee appointment changes and fund changes ends	June 22-26
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.