### Campus Career Tracks Project Timeline

#### PHASE | DELIVERABLES | DATE
--- | --- | ---
**Preliminary Mapping** | Employees preliminarily mapped to new Career Tracks job family/function/level based on current position description on file. | 6/1/19 – 1/27/20

**Round 1 Mapping** | Departmental review of the preliminary mapping spreadsheets and recommendations for changes. This round focuses on review of current job duties to find best match in new structure. | 3/18/20 – 4/30/20

**Information Sessions #1** | Employees and managers are invited to learn about Career Tracks, the timeline for implementation and available resources. | 6/9/20 - 6/10/20
6/17/20 – 6/18/20

**Round 2 Mapping** | Departmental review of the mapping spreadsheets with approved Round 1 Changes and recommendations for changes. This round will include assigned grades/salary ranges. | 6/16/20 – 7/17/20

**Information Sessions #2** | Employees and managers are invited to hear a high level summary of the results of conversion, the timeline for employee notification and the Reconsideration Process. | TBD 8/31/20 – 9/21/20

**Announce Final Mapping** | Notification letters will be distributed to Employee’s Supervisor for communication to Employee. | 9/14/20 – 9/21/20

**GO LIVE!** | Date new classifications will be effective in payroll

Note: Effective date for employees transitioning to a Career Tracks job title with a different pay frequency will be **11/1/20** to allow additional notice. | 10/1/20 monthly
10/4/20 biweekly

**Reconsideration** | Timeframe a supervisor can submit additional documentation in support of a different classification than was mapped. Review is completed in the month following the Reconsideration Period. | 9/25/20 – 10/30/20