

2019-20 Salary Increase Guidelines - Critical Dates

Date	Primary Contacts and Participants	Activities/Requirements
December 19 – January 14	Office of Budgets & Colleges/Units	Identify college/dept. persons (coordinators) who will input salary exercise information into SALX and will require training.
Mid Jan. – Feb.	Central Administration	Discussions regarding initial assumptions; % of merit increase; if allowing special/equity requests, etc.
February 1	Colleges/Units	Deadline to submit Off-Cycle raises
February 1 –20	Office of Budgets / SALX Coordinators	Update HR in preparation for salary exercise: <ol style="list-style-type: none"> 1. Office of Budgets will provide a list of faculty/employee records for SALX Coordinators to review. 2. Colleges/Units responsible for verifying/correcting/maintaining: <ul style="list-style-type: none"> • Salary Authority department numbers are correct for individuals • All department heads are on Dean’s list, etc.
February 8	Eligible State Classified Employees converting to Admin Professional	Deadline date for state classified employees to submit paperwork to HR to be eligible for salary increase consideration through this exercise.
March 1	Provost’s Office	Distribute initial Salary Raise Exercise Guidelines to VPs, colleges Deans and SALX Coordinators.
March 1 – April 10	Colleges/Department Heads VPs/Directors	Submission period for Equity and Special Increase requests. Provost/VPs should send out memo to department heads/directors explaining internal deadlines and parameters to follow in completing the request form.
March 1 – July 1	Provost/VPs	Freeze all Off-Cycle Salary Increase requests during the SALX process.
March 19	Depts/Colleges/Units/HRS	Deadline to have new hires set up and fully approved in HRS (Oracle)/Talent Management System (TMS) in order to be included in Salary Raise Exercise.
March 25	Office of Budgets	Create Salary Raise Exercise File.
March 26-28	Office of Budgets / SALX Coordinators	SALX Training Sessions for Coordinators.

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March 26 – April 8	Office of Budgets / SALX Coordinators	SALX Eligibility process. Coordinators print raise eligibility reports and distribute within units after attending SALX Training. Coordinators make sure everyone that is eligible for raise consideration is accounted for and coded to appropriate salary authority departments. Printed reports are signed and returned to Office of Budgets upon completion of process.
April 8	VPs/Colleges	Deadline to finalize eligibility lists. Return signed reports to the Office of Budgets.
April 10	Colleges/Unit Directors	Deadline to submit Request for Equity and Special Salary Increase Form to the VPs Office, Provost, or President's Office (depending upon direct reporting line) and then they are submitted to the Office of Budgets.
April 12	Colleges/Units	Deadline to submit position descriptions (if a special increase request was submitted resulting from a change in job duties, major increase in responsibilities resulting in a promotion) to Human Resources Classification and Compensation (HRCCA) to be reviewed in TMS. <i>These promotions are outside of the official Promotion and Tenure process.</i>
April 19	Provost/Budget Office	Finalize Equity and Special requests and prepare summary information for Operations Committee review.
April 25	Operations Committee	Review of Recommendations on Equity and Special Increases. The Budget Office will review and prepare a summarized report by April 25.
April 29	Central Administration	Finalize assumptions (% of merit increase; equity/special requests) and release final Salary Raise Exercise Guidelines, if necessary.
April 30	Provost	Notify Non-Tenured Faculty of reappointments.
April 30	Provost/VPs	Colleges/units notified by Provost or VP of which requests for Equity and Special Increases have been approved or denied.
May 1	President	Approves Promotion & Tenure Recommendations.
May 7-8	Board of Governors	Approve FY20 Operating Budget and Salary Increase recommendations.
May 8	Office of Budgets	Release salary raise control numbers to VPs/Colleges.

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May 9	Office of Budgets, SALX Coordinators for Colleges, Departments, Units	Faculty & Administrative Professional Salary Raise Exercise Begins: input raises and changes to SALX system.
May 17	SALX Coordinators for Colleges, Departments, Units	<p>Deadline to complete Salary Raise Exercise process. Coordinators enter individual merit raise component into SALX module. Office of Budgets populates promotion amounts (which is restricted to Promotion and Tenure process) and equity and special requests automatically populate from the approved special and equity process.</p> <p>Notify Office of Budgets when raise process is complete.</p> <ol style="list-style-type: none"> 1. Print final raise reports and get approval of Department Heads, Deans, VPs. 2. Return signed reports to the Office of Budgets.
May 17 – May 30	Provost/Office of Budgets	Review salary raise activity and balance to control totals for each area.
May 31	Operations Committee Subcommittee	Review salary raise exercise results.
June 3-6	Deans/Provost/VPs	Notification letters distributed to individuals informing them of the <u>recommended</u> salary increase with notation that salary increases are still subject to final approval of the CSU Budget by the Board of Governors at their June 12 – 14th meeting if not already approved at BOG May meeting.
June 6-7	Office of Budgets	<ol style="list-style-type: none"> 1. Load salaries for new fiscal year into HRS. 2. Coordinate correction of exceptions with HR staff.
June 11-12	Office of Budgets	HR Salaries Load into Budget Construction.
June 17-21	Human Resources	HRCCA will send approved position descriptions to the Signature Authority queue in the TMS to finalize the positions description approval process.
July 10	Office of Equal Opportunity	Deadline to submit Alternative Appointment Requests (AAR) to OEO for review in the TMS.
July 17	Human Resources/Office of Equal Opportunity	Hiring Proposals must be approved in the TMS and Oracle actions must be fully approved in accordance with July payroll deadlines.