

2024-25 Salary Increase Guidelines – Critical Dates

FINAL

Date	Primary Contacts and Participants	Activities/Requirements
November 11-December 30	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.
January 25-February 23	Office of Budgets / SALX Coordinators	<p>Update HR in preparation for salary exercise:</p> <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 1	Colleges/Units	Deadline to submit Off-Cycle Increases
February 7	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 – July 1	Provost/VPs	Freeze all Off-Cycle Salary Increase requests during the SALX process.
March 1	Provost’s Office	Distribute initial Salary Raise Exercise Guidelines to VPs, colleges Deans and SALX Coordinators.
March 1 – April 12	Colleges/Department Heads VPs/Directors	Submission period for Equity and Special Increase requests. Deans/VPs should send out memo to department heads/directors explaining internal deadlines and parameters to follow in completing the request form.
March 15	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 18	Office of Budgets	Create Salary Raise Exercise File
March 19– April 5	Office of Budgets / SALX Coordinators	<p>SALX Eligibility process. Coordinators print raise eligibility reports and distribute them 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 via email to salx_budget_office_helpdesk@colostate.edu</p>

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March 20	Office of Budgets / SALX Coordinators	SALX virtual training session for coordinators.
April 5	VPs/Colleges	Deadline to finalize eligibility lists. Email signed reports to the SALX Helpdesk - salx_budget_office_helpdesk@colostate.edu .
April 12	Colleges/Unit Directors	Deadline to submit Request for Equity and Special Salary Increase Forms to the SALX Helpdesk - salx_budget_office_helpdesk@colostate.edu . The Office of Budgets will obtain Provost or President signature based on reporting line.
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 22	Provost/Budget Office	Finalize Equity and Special requests and prepare summary information for President and Provost Offices review.
April 29	President and Provost Offices	Review of Recommendations on Equity and Special Increases. The Budget Office will review and prepare a summarized report by April 22.
April 29	Central Administration	Finalize assumptions (% of merit increase; equity/special requests) and release final Salary Raise Exercise Guidelines, if necessary.
April 29	Provost	Notify Non-Tenured Faculty of reappointments.
April 29	Provost/VPs	Colleges/units notified by Provost or VP of which requests for Equity and Special Increases have been approved or denied.
April 30	Colleges/Units	Deadline to submit which employees on your eligibility reports will be receiving a 0% increase and why to the SALX Helpdesk salx_budget_office_helpdesk@colostate.edu .
May 1	President	Approves Promotion & Tenure Recommendations.
May 2-3	Board of Governors	Approve FY25 Operating Budget and Salary Increase recommendations.
May 3	SALX Coordinators for Colleges, Departments, Units	Office of Budgets will input all salary information and reports will be ready to be reviewed, signed and submitted by May 10th.

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May 10	SALX Coordinators for Colleges, Departments and Units	Deadline to submit all SALX Reports to the Office of Budgets <ol style="list-style-type: none">1. Print final raise reports and get approval of Department Heads, Dean, VPs2. Email signed reports to the SALX Helpdesk salx_budget_office_helpdesk@colostate.edu
May 13-15	Provost/Office of Budgets	Review of reports to request any additional information from the SALX Coordinators
May 15	President and Provost Offices	Review and approve salary raise exercise results.
May 16	Deans/Provost/VPs	Notification letters distributed to individuals informing them of their salary increase.
May 17	Office of Budgets	<ol style="list-style-type: none">1. Load salaries for the new fiscal year into HRS.2. Coordinate correction of exceptions with HR staff.
May 20	Office of Budgets	HR Salaries Load into Questica
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.
June 26	Talent Acquisition (formally OEO)	Deadline to submit a promotional announcement to Talent Acquisition (formally OEO) for review in TMS.