

2018-19 Salary Increase Guidelines - Critical Dates

Date	Primary Contacts and Participants	Activities/Requirements
January 8	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 9	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 Special and Equity 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 21	Depts/Colleges/Units/HRS	Deadline to have new hires set up and fully approved in HRS in order to be included in Salary Raise Exercise.
March 23	Office of Budgets	Create Salary Raise Exercise File.
March 27-29	Office of Budgets / SALX Coordinators	SALX Training Sessions for Coordinators.

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March 27 – April 9	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 9	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 13	Colleges/Units	Deadline for special increase requests resulting from a change in job duties, major increase in responsibilities, or promotion beyond the official faculty Promotion & Tenure to be reviewed and approved by the Office of Equal Opportunity and Human Resources through the AAR process.
April 19	Provost/Budget Office	Finalize Special and Equity requests and prepare summary information for Operations Committee review.
April 25	Operations Committee	Review of Recommendations on Special and Equity Increases. The Budget Office will review and prepare a summarized report by April 25.
April 27	Central Administration	Finalize assumptions (% of merit increase; special/equity 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 Special and Equity Increases have been approved or denied.
May 1	President	Approves Promotion & Tenure Recommendations.
Early May	Board of Governors	Approve FY19 Operating Budget and Salary Increase recommendations.
May 7	Office of Budgets	Release salary raise control numbers to VPs/Colleges.

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May 8	Office of Budgets, SALX Coordinators for Colleges, Departments, Units	Faculty & Administrative Professional Salary Raise Exercise Begins: input raises and changes to SALX system.
May 18	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 equity and special 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 18 – 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 1-6	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 May 31 – June 1 meeting if not already approved at BOG May meeting.
June 7-8	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.