

**2018 Administrative Timeline**

Action	Date
Merit level setting communication and instructions released to school/division/department leaders	May 11
Departments determine and calibrate merit levels, and submit to Human Resources (HR) by June 5	May 11 – June 5
Merit distribution spreadsheets released to school/division/department leaders (<i>merit budget locked at campus and health sciences as of July 6</i>). Departments enter merit award amounts.	July 26 – August 16
Departments send exceptions with justification to HR	August 2
HR reviews exceptions and provides feedback to departments	August 7
Merit distribution spreadsheets returned to HR for final review	August 16
Final merit report provided to Chief HR Executive	August 22
Moratorium on employee appointment changes and fund changes begins (campus and health sciences only)	August 29
HR notifies schools/divisions/department leaders that managers may produce merit letters using on-line template and discuss increases with employees	August 30
Management discusses increases with employees once notification is received from HR	August 30 – September 18
Increases loaded into payroll system	August 31 – September 13
Moratorium on employee appointment changes and fund changes ends (campus and health sciences only)	September 14
Effective date – bi-weekly paid	July 1
Effective date – monthly paid	July 1
Payout date – bi-weekly paid	September 19
Payout date – monthly paid	October 1*
Retroactive payment paid out	October 5

*Increases for SMG employees paid out in accordance with timeline established by UC Office of the President.