2019 Administrative Timeline

Action	Date
Merit level setting communication and instructions released to school/division/department leaders	April 29
Management determines merit levels	April 29 – May 15
Departments calibrate merit levels and submit to Human Resources (HR) by May 29	May 16 – May 29
Merit distribution spreadsheets released to school/division/department leaders (*merit budget locked at campus and health sciences as of July 1*). Departments enter merit award amounts.	July 22 – August 5
Departments send exceptions with justification and STAR Nomination Forms to HR for approval	July 26
HR reviews exceptions and STAR forms and provides feedback to departments	August 1
Merit distribution spreadsheets returned to HR for final review	August 5
Final merit report provided to Chief HR Executive	August 12
Moratorium on employee appointment changes and fund changes begins (campus and health sciences only)	August 6
HR notifies schools/divisions/department leaders that managers may produce merit letters using on-line template and discuss increases with employees	August 12
Management discusses increases with employees once notification is received from HR	August 12 – 30
Increases loaded into payroll system	August 12 - 23
Moratorium on employee appointment changes and fund changes ends (campus and health sciences only)	August 23
Effective date – bi-weekly paid (*Pay period begin date due to retro Aug 11*)	June 30
Effective date – monthly paid (*Pay period begin date due to retro Aug 1*)	July 1
Payout date – bi-weekly paid	September 4
Payout date – monthly paid	August 30*
Retroactive payment paid out	September 18

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