

## FY15 Salary Increase Timeline

(As of 12/12/2014)

WSU will be implementing salary increases effective 1/1/15.

For more information refer to the Q&A document.

<b><u>Date</u></b>	<b><u>Process Steps</u></b>
Monday, October 6	President Floyd and Provost and EVP Bernardo announce salary increases
Friday, October 10	Initial salary increase questions & answers document posted to web <i>(Updates will occur throughout the process)</i>
Wednesday, October 15	Eligibility date and date of appointment snapshot for faculty salary increase pool calculation
Wednesday, October 22	Budget Office and HRS meet with area finance officers
October 29 & 30	Area finance officer training on mass salary increase (MSI) system to be used for faculty increases
Monday, November 3	Faculty data available in MSI system
Monday, November 3 - Monday, November 24	Areas review, update, route, and finalize all increase records
Tuesday, November 18 - Friday, November 21	Provost review of faculty merit amounts
Monday, November 24	Budget Office and HRS meet with area finance officers for MSI update
Tuesday, November 25	Last day for approval of faculty out of cycle increases Out-of-cycle increases submitted after November 25 will be processed after the January 1st half pay cycle
Wednesday, November 26 - Monday, December 1	Grace period for area updates in MSI system
Monday, December 1	MSI system access closed at 5PM. No PERMS or position actions for term, position, or base rate changes for faculty should be processed until after MSI runs (January 3)
Tuesday, December 2	Approval of increases signed by deans/vice presidents/chancellors due to Budget Office

<u>Date</u>	<u>Process Steps</u>
Wednesday, December 3 - Wednesday, December 17	Budget Office testing of final upload file and clearing of exceptions with help of area personnel
Friday, December 5	Last day to submit PERMS actions for Graduate School approval for appointments ending 12/31/14, and being renewed effective 1/1/15
Friday, December 12	Budget Office and HRS meet with area finance officers
Thursday, December 18	Last day to submit position actions for funding changes
Friday, December 19	Last day to submit PERMS actions for employees with appointments ending 12/31/14 and being renewed effective 1/1/15
Month of December	Notification letters to faculty (not including instructors)
Thursday, January 1	Effective date of increase
Saturday, January 3	Salary increases processed in HEPPS
Sunday, January 4	Salary increase review day for IT/HRS/Budget Office
Monday, January 5	Budget Office posts area MSI result excel files in SharePoint for area review and to use for notification letters to A/P, instructors, and graduate students
Month of January	Notification letters to A/P, instructors, and graduate students
Monday, January 5 - Friday, January 9	Area review of MSI results and submission of position actions <i>Financial Data Warehouse update will be done on the evening of Jan. 5</i>
Monday, January 5 - Monday, January 12	Area review of MSI results and submission of PERMS actions
Monday, January 12	Budget Office and HRS meet with area finance officers
Monday, January 26	Payday for January 1 increase

Questions regarding employee eligibility may be directed to HRS (509-335-4521).

Questions regarding funding/budget may be directed to the Budget Office (509-335-9187).