



2019 Salary Increase Program – Timeline

| <u>Action</u> | <u>Date</u> |
|---|-------------|
| 2019 Salary Increase Planning spreadsheets distributed to managers | 5/3/19 |
| Managers notify employee's self-appraisals are due by 5/10/19 | 5/3/19 |
| Managers notified of eligible employees by administrators | 5/10/19 |
| Managers write performance appraisals and obtain senior management support | 5/17/19 |
| Managers hold employee meetings and obtain department level signatures | 5/23/19 |
| Completed and signed performance appraisals submitted electronically or emailed, <i>individually</i> , to the UMMS Performance Review mailbox | 5/24/19 |
| Department administrators, in conjunction with department heads, allocate the salary increase pool based on the performance appraisal information provided by managers and send the completed 2019 Salary Increase Planning spreadsheets to Compensation(UMMS) inbox. | 5/31/19 |
| Approved salary increases become effective | 6/23/19 |
| Employee salary increase information available in HR Summit | 7/11/19 |
| Employee salary increases appear in employee paychecks | 7/12/19 |