The memo below is being sent to the Divisional Control Points and HR Business Partners listserv and the UCPath listserv. Thank you for serving as one of the representatives for your department to receive this memo. Please distribute this message to the appropriate colleagues in your department.

May 15, 2023

TO: Department Heads, Directors, Managers and Supervisors

FR: Kathy Moore, Compensation Manager, Human Resources

RE: **Salary Program Administration Instructions for Policy-Covered (Non-Represented) Staff (FY 2023-24)**

The Salary Program for eligible policy-covered (non-represented) staff will be implemented centrally by Human Resources in collaboration with the UCPath Center. The following information and instructions represent our best estimate of how the process will unfold.

UCPath Data Review and Preparation (May 29 - June 12):

To ensure that the salary increase program includes the correct population and the most updated information for each eligible employee, please review the appointment details of your policy-covered (non-represented) staff (using the "Jobs by Group" report located under the UCPath Employee menu in Data Warehouse EZ Access) to ensure that:

- Job (Employee) Class = Career (2) or Partial Year Career (7)
- Job Expected End Date = blank or a date that is later than the salary increase program effective dates (6/25/23 for BW and 7/1/23 for MO)

No later than June 12th, please enter any outstanding job code or salary action changes (for eligible employees) into UCPath that are effective **prior** to the salary increase program effective dates.

If you have already entered comp rate or job code changes in UCPath that are effective on or after the salary increase program effective dates (for eligible employees), we have been advised that you will need to re-enter those actions into UCPath after the freeze period has been lifted. Instructions for re-entering these actions into UCPath will be located on the HR website.

Employee Rosters:

Because HR is centrally managing the implementation of the salary increase program this year, there won't be any distribution of rosters for your review. We will manage the eligible population centrally and in coordination with the UCPath Center.

UCPath Freeze Period (June 13 - June 30):

For employees identified as eligible for the salary increase program, *do not enter any salary actions or job code changes in UCPath during the freeze period*. Other changes such as fund source, reports to, and location are okay to enter, as are temporary stipends.

Upload of Increases to UCPath:

HR will centrally manage the upload process with the UCPath Center. Departments are NOT responsible for entering salary increases directly into UCPath. *The mass upload process will occur between June 28 - June 30.* HR will notify campus when the process has been successfully completed.

Pay Out Dates:

Eligible **bi-weekly paid** employees will see the increase reflected in their **July 19th paycheck**.

Eligible **monthly paid** employees will see the increase reflected in their **August 1st paycheck.**

Questions:

Salary Increase Program FAQs are available on the [HR website](). If you have any additional questions regarding the salary increase program process or instructions, please submit a ticket via [HR Service Now]() to Compensation & Classification > General Questions.

Salary Program Calendar:

Important Dates	Action
May 29 - June 12*	Departments should review appointment details for eligible policy-covered staff to make sure job end dates and appointment details are correct. Departments should enter any outstanding job code or salary actions that are effective prior to the salary increase program effective dates.
May 29 - June 12	Departments should submit their request to Control Point and HR/Employee and Labor Relations to exclude an employee from the salary increase program based on performance.
June 13 - June 30	**UCPath freeze dates** for any salary actions or job code changes for employees identified as eligible for the salary increase program. Other changes such as fund source, reports to, and location are okay to enter, as are temporary stipends.
June 15	Final preliminary roster run by UCPath Center.
June 15 - 27	HR reviews and approves final roster for implementation.
June 28 - June 30	Employee records updated in UCPath via mass upload process.
July 19	**Salary increase program pay date for bi-weekly paid employees.**

August 1	**Salary increase program pay date for monthly paid employees.**

Payroll processing windows that are open around this time period are:

> *BW: June 1 - June 10*
> *MO: May 27 - June 12*