June 7, 2016

TO:         PPS Preparers and Reviewers

FR:         Amy Arnold, Senior Human Resources Analyst

RE:Third Preliminary Roster - Merit Program for Non-Represented (Policy-Covered) Staff FY2016-2017

A third preliminary roster will be generated – the evening of June 7, 2016 - and released for department review on June 8, 2016.

The purpose of the third preliminary roster is to allow departments and control points to review the roster for accuracy and completeness, including any and all employees who may have been omitted from the initial two preliminary rosters because of distributions not extended beyond June 30, 2016 or other PPS related issues.  If employees have been erroneously omitted or included in the Web Merit roster with respect to the eligibility criteria, the reason for the omission must be identified and **updates made in PPS**. Corrections cannot be made in the Web Merit system.

The final roster will run as originally planned the evening of June 9, 2016 with the freeze beginning at 3:00 p.m. on Thursday, June 9 through 8:00 a.m. Saturday, June 18, 2016.

If you have any questions, please contact Amy Arnold, Senior Human Resources Analyst, extension 4068, or email at amy.arnold@hr.ucsb.edu