July 27, 2018

TO: Department Heads, Managers and Business Officers

FR: Cynthia Señeriz, Director, Human Resources
        Kathy Moore, Compensation Manager, Human Resources

RE: Merit Program Training Materials for Managers

Following today's memo from the Chancellor announcing the FY2018-19 merit program for non-represented (policy-covered) staff, Human Resources has published training materials to assist managers with the roll-out of the merit program.

On the Human Resources website, located under Compensation/Salary Increase Programs/Merit Program (https://www.hr.ucsb.edu/compensation/salary-increase-programs/merit-program-policy-covered), you will find information concerning the merit program for policy-covered staff. Under the topic of Training, there are two PowerPoint presentations covering the full scope of information relevant to the implementation of the merit program and information for those authorized to use the Web Merit system.

> · Merit Program Training Part I – explains the resources available on HR's Merit Program web page

> · Merit Program Training Part 2 – explains the Web Merit system, including web merit roles, system access, merit rosters, cost summaries, reports and approvals. This presentation is intended for users of the Web Merit system

The merit program guidelines will be distributed to the campus on Monday, July 30, 2018, followed by the merit program administration instructions. Once distributed, the guidelines and instructions will remain available on the HR Merit Program web page for future reference.

Thank you.

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