

This memo is being sent to the MANAGERS-L LISTSERV. The following information is being provided to you in your capacity as a Department Head, Director, Manager or Supervisor.

Wednesday, June 23, 2021

TO: Department Heads, Directors, Managers and Supervisors

FR: Kathy Moore, Compensation Manager, Human Resources

RE: **Completion of Salary Increase Program for Non-Represented (Policy-Covered) Staff (FY 2021-2022)**

The 3% Salary Increase Program for non-represented (policy-covered) staff employees is now complete. The pay increases are reflected in UCPATH with an effective date of July 1, 2021 for monthly (MO) paid employees and June 27, 2021 for bi-weekly (BW) paid employees. Please take a moment to review UCPATH to confirm that all eligible employees were properly updated and included.

Pay Day for Increases:

- MO paid employees – New salaries will be reflected in the July 30th paycheck.
- BW paid employees - New salaries will be reflected in the July 21st paycheck.

UCPATH Freeze:

The UCPATH freeze period imposed for all salary and job data actions for policy-covered employees has been lifted.

Other Salary and/or Job Data Actions:

- **For salary or job data actions that need to be processed in UCPATH and are effective prior to the 3% Salary Increase Program:** Please follow the instructions on the [HR Website](#) (UCPATH Instructions for Post-Salary Increase/Merit Processing) regarding processing these actions. The instructions include the necessary steps for re-calculating and re-entering the 3% increase after you enter the retroactive salary and/or job data action.
- **For future dated salary and/or job data actions that were already input in UCPATH prior to the 3% increases being uploaded:** Please follow the instructions on the [HR Website](#) (UCPATH Instructions for Post-Salary Increase/Merit Processing) regarding re-entering those actions. The 3% salary increase may have cancelled them out.

Additional Questions:

Questions regarding the salary increase program should be submitted via an [HR Service Now Ticket](#). Select Classification & Compensation > General Questions.

Questions regarding inputting salary and/or job data actions should be submitted via an [HR Service Now Ticket](#). Select Position Management & Workforce Administration.

Thank you.