June 14, 2017

TO:      PPS Preparers and Reviewers   
  
FR:      Amy Arnold, Senior Human Resources Analyst

RE:      Second Preliminary Roster - Merit Program for Non-Represented (Policy-Covered) Staff FY 2017-2018

A second preliminary roster will be generated – the evening of Wednesday, June 14, 2017 - and released for department review on Thursday, June 15, 2017.

The purpose of the second 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 preliminary rosters because of distributions not extended beyond June 30, 2017 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 21, 2017 with the freeze beginning at 3:00 p.m. on Wednesday, June 21 through 8:00 a.m. Saturday, July 1, 2017.

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