

FY12 UMHS Salary/Merit Program Calendar

DATE	WHAT HAPPENS
6/16/11	Regents' approval of FY12 Budget.
6/17/11	2011-2012 Faculty and Staff Salary Program Guidelines are located here: http://www.med.umich.edu/umhshr/supervisor/salary.html
6/29/11	Distribution of Faculty Worksheets.
7/25/11	Completed Faculty Worksheets (electronic file) due to Faculty Affairs.
7/25/11	Distribution of Staff Merit Program Worksheets and Sample Employee Notification Letters/Merge Instructions.
8/2/11	For Faculty , Additional Pay Worksheets are located in Department Folders.
8/8/11	For Faculty , completed Additional Pay Worksheets due to Faculty Affairs.
By 8/12/11	Completed Staff Merit Program Worksheets (electronic file) due to Human Resources.
By 8/12/11	Performance evaluations (name and employee I.D. typed/printed on each page) due to Human Resources. Faculty evaluations should be completed and placed in the faculty file.
Two-day notice prior to file upload	Supervisors should notify staff of merit increases as soon as possible. Staff will be able to view merit increase information in Wolverine Access after department file is uploaded.
8/21/11	Effective date of increase for bi-weekly-paid staff
9/09/11	Bi-weekly paychecks reflect new rates
9/01/11	Effective date of increase for monthly-paid staff
9/30/11	Monthly paychecks reflect new rates
Determined by Department	Salary Supplemental Payment