

Compensation Changes

Faculty and staff who were in the merit process have compensation changes that will be effective September 1. Therefore, any other **compensation changes for that group of employees should not be submitted nor be effective dated until September 2 or after.**

The following were not included in the merit process and actions may be processed as usual:

- Temp/Casual
- Student
- Graduate Assistants
- New Hires

SEP Allowances**SEP in current FY but NOT continuing in next FY:**

BEFORE MERIT PROCESS BEGINS: Request Compensation Change to add end date of 8/31 to Salary Enhancement Pay allowance.

SEP in current FY and continuing in next FY:

Initiate process between September 2 and 14 and enter effective date of September 2.

- Request compensation change if needed to (1) edit the amount and/or (2) remove *actual end date* if it was entered.
- Assign Costing Allocation to change the account if needed. If Requesting Compensation change to edit amount and/or remove end date, you will receive a "To Do" step to Assign Costing Allocation.

No SEP in current FY 18 but adding for next FY:

Initiate process between September 2 and 14 and enter effective date of September 2. See page 2 of attached document.

- Request Compensation Change to add allowance.
- Complete "To Do" step to Assign Costing Allocation.

Additional Jobs

If an additional job was added for faculty or graduate assistants to work all or a portion of the summer months, please remember to **End Additional Job** if there is no expectation the employee will be in that job again next year. *If the Additional Job is not ended, the faculty or graduate assistant will begin getting paid during that disbursement plan next year.* The report "Workers with Additional Jobs" will be helpful.