



2015 RANGE ADJUSTMENT PROCESSING TIMELINE:

Dates	Actions
September 21, 2015	<ul style="list-style-type: none">• Departments to submit FY16 salary corrections and funding changes, as needed prior to the range adjustment
September 25, 2015	<ul style="list-style-type: none">• September payroll compute
September 27, 2015	<ul style="list-style-type: none">• Range adjustment function deployed to MPM
September 27 – October 9, 2015	<ul style="list-style-type: none">• Two-week MPM blackout period for HR Shared Services to batch-process and upload the range adjustments for all in-scope HSCP eligible faculty• Departments will need to complete and submit the faculty salary calculator (FSC) worksheet for all out of scope (e.g., above scale faculty) and ineligible faculty
October 12 – October 16, 2015	<ul style="list-style-type: none">• One-week PPS blackout period for Controller's Office to batch-process the non-faculty academic (NFA) and FY-faculty range adjustments• HR can continue to upload the HSCP range adjustments from MPM to PPS during this period (just no EDB entry/update should be conducted for NFA and FY-faculty)
October 23, 2015	<ul style="list-style-type: none">• October payroll compute• Goal is to have all academics paid at the correct salary rate for the 10/30/15 pay date
November 4, 2015	<ul style="list-style-type: none">• Target date for all retroactive salary to be paid on 11/14/15• Adjustments to retirement and benefits calculations for faculty without increase to pay will happen throughout November/December