



College of Education and Human Ecology

Timeline of Important Dates for the 2011-2012 Compensation Process

Event	University Deadline	EHE Deadline	Responsibility	Comments
AMCP Pages Open	August 15, 2011	August 15, 2011	Schools/Departments begin entry	Entry may begin in HRIS
Spreadsheet provided by EHE Office of Human Resources		August 16, 2011	Schools/Departments may consider utilizing spreadsheet tool	
Listing of <u>Ineligible</u> faculty and staff due		August 18, 2011	Schools/Departments forward to Lori Weber, College HR Director	Identifying ineligible hires early in the process assists with reporting and managing aggregates. Please submit via email.
Dean's Compensation Pool requests due		August 18, 2011	Schools/Departments forward to Lori Weber, College HR Director	Submit via College AMCP template
Exception Request Listings (merit increases > 10% and all 0% increases with rationale)	August 19, 2011	August 18, 2011	Schools/Departments forward to Lori Weber, College HR Director	Submit via College AMCP template
Guideline submission for increases dictated by external boards of Agency Funds and submission of School/Department GA compensation guidelines		August 18, 2011	Schools/Departments forward to Lori Weber, College HR Director	
AMCP Close	August 29, 2011	August 22, 2011	AMCP pages will be frozen for all Schools/Departments	Allows for College to balance AMCP aggregates at the College level, review entries and create reports
AY 12 Salaries are loaded into the payroll system	September 11, 2010	September 11, 2010	Payroll will load to Job Data pages	
Communication of increases to all Faculty and Staff		September 21, 2011	Schools/Departments are responsible for individual areas	A template letter, that can be customized, will be provided by the EHE Office of Human Resources
Date that biweekly employees' AY 12 salaries become effective	September 25, 2011	September 25, 2011	Schools/Departments must verify that salaries were loaded correctly in job data	
Date that monthly employees' AY 12 salaries become effective	October 1, 2011	October 1, 2011	Schools/Departments must verify that salaries were loaded correctly in job data	
Biweekly payday reflecting new salaries	October 21, 2011	October 21, 2011	Schools/Departments must reconcile increase with Check Distribution Reports	
Monthly payday reflecting new salaries	October 28, 2011	October 28, 2011	Schools/Departments must reconcile increase with Check Distribution Reports	