

**Schedule of Processing Salary Increases
FY 2018 – 2019**

Description of Activity	Date
Preview of Annual Salary Increase Application (ASIA) rosters through Excel download.	ASIA is currently available for Preview based on last year's security
Suggested EARLIEST date to create data sheets in ASIA (to have most current PAF activity included)	July 13, 2018
Deadline for submission of Justification for Increase (JFI) forms (i.e., for any base increase of 5% or more or for lump sum awards due to exceptional performance.) Note: The JFI should have all required signatures on the form before it is sent HRS (staff employees) or Office of Provost (academic employees).	July 31, 2018
Deadline for lump sum awards spreadsheets to HRS (staff employees) or Office of Provost (academic employees).	July 31, 2018
Deadline for data sheets to be completed and released by Division Administrator to HRS for processing.	August 31, 2018
Deadline for ePAF job change form for Biweekly increases that cannot be processed in ASIA (Pay period ending 9/8/18)	September 5, 2018
View Gross Pay page available in Time & Labor reflecting new pay rates for Biweekly employees (Pay period ending 9/8/18)	September 10, 2018
Deadline for ePAF job change form for Monthly increases that cannot be processed in ASIA (Pay period ending 9/30/18)	September 12, 2018 (early due to 9/20 confirm)
View Gross Pay page available in Time & Labor reflecting new pay rates for Monthly employees (Pay period ending 9/30/18)	September 17, 2018