

## Salary Increase Report & Budget Journal Entry Deadlines FY 2018-19

Monday Feb 4 2019	SIR Meeting with Financial Group 2:00-3:00 PM (UC 124) *pending room confirmation 1/8/18
Monday Feb 25 2019	1st draft SIR Worksheets sent to campus departments and HR Office for review (additions/deletions/edits)
<b>Thursday Feb 28 2019</b>	<b>Deadline to submit <i>Continuing</i> BJE's that adjust any STAFF or FACULTY SALARIES (February Close)</b>
Monday Mar 11 2019	Round one: Campus departments/HR Office to return updated SIR Worksheets to Budget & Planning Office.
Monday Mar 18 2019	Budget Office to send departments and HR Office updated SIR Worksheets to departments for departments for 2nd review
Monday Apr 1 2019	HR Office and departments to return updated SIR Worksheets to Budget & Planning Office for Review (round two)
<b>Friday March 29 2019</b>	<b>Deadline to submit *all* <i>Continuing</i> BJE's to Budget Office for Approval (March close)</b>
Monday Apr 22 2019	2nd draft SIR Workseets and <i>compensation pools</i> sent to departmens for review & merit allocation
<b>Friday May 24, 2019</b>	<b>Deadline for all campus departments to return final SIR Worksheets to Budget &amp; Planning Office with Merit Increase allocations</b>
Tuesday May 28, 2019	SIR WORKSHEETS SENT TO VCAF & CHANCELLOR FOR REVIEW
Tuesday Jun 4, 2019	FINAL APPROVED SIR WORKSHEETS SENT TO HR OFFICE FOR PROCESSING
Monday Jun 17, 2019	Letter Templates & Final SIR's returned to departments for processing of faculty & staff increase letters