

2009-10 Salary Planning Timeline

The staff performance evaluation and university-wide salary planning process will begin in March and ends on July 1, 2009 when all salary changes for eligible full-time faculty and staff become effective.

Staff Performance Appraisal

The staff performance evaluation form and instructions, the performance management guide, and training resources have been made available for managers and staff on the HR web-site - <https://hr.depaul.edu>. Once on the website, select the *Performance* icon to access all the documents. *Performance appraisal documentation is due to Human Resources no later than May 15, 2009.*

University-wide Salary Planning

During the salary planning process, vice presidents and executives may designate staff within their area to manage the allocation of the increases. Typically, senior managers and/or budget managers are involved as designees. There are several major tasks completed for the salary planning process to ensure the annual salary increases are processed on a timely basis. Below is a summary of activities to be completed.

| DATE | ACTIVITIES | STATUS |
|---------------------------------------|---|----------|
| Salary Planning | | |
| March 16, 2009 | Human Resources sends Leadership a preliminary spreadsheet with current full time active employees | COMPLETE |
| March 16, 2009 to March 27, 2009 | Leadership verifies preliminary planning spreadsheets and updates the department and account code information for each employee in their department. All full time employees that were planned in the 2009-10 SRAC approved budget should be included. | COMPLETE |
| March 27, 2009 | Leadership returns preliminary spreadsheets to Kelly Johnson (Academic Affairs) or Joyce Bracker (President/EVP Areas) so final salary planning worksheets can be developed. | COMPLETE |
| March 30, 2009 to April 9, 2009 | Compensation updates the final salary planning spreadsheets. | COMPLETE |
| April 13, 2009 | Kelly Johnson for the Provost Area and Joyce Bracker for EVP/President areas forward the final spreadsheets to leadership for input of salary increase and performance rating. | COMPLETE |
| April 14, 2009 to April 30, 2009 | Leadership updates and forwards completed spreadsheets to Unit representative. | PENDING |
| May 1, 2009 to May 15, 2009 | Unit representatives review, approve and forward completed spreadsheets to Kelly Johnson for Provost Area and Kristin Finlay for the EVP/President Areas (kfinlay@depaul.edu) in the Budgets & Operational Reporting. | PENDING |
| June 3, 2009 | Budgets & Operational Reporting runs a final check to ensure that distributed funds do not exceed the allocated salary and benefit budget pool. Budgets & Operational Reporting then forwards final spreadsheets to Compensation for upload into PeopleSoft. | PENDING |
| Salary Change Effective Dates | | |
| July 3, 2009 July 17, 2009 | 2009-2010 salary increases are reflected on salaried employee paychecks. 2009-2010 salary increases are reflected on hourly employee paychecks. | |
| Contact Information | | |
| Staff performance evaluations | Julie Nuter, Human Resources x28086 | ONGOING |
| Staff salary planning | Joyce Bracker, Human Resources, x27557 | ONGOING |
| Faculty salary planning | Kelly Johnson, all areas rolling up to the Provost, x25067 | ONGOING |
| Unit representatives | Eric Nelson, all areas rolling up to the President, x27140 Kelly Johnson, all areas rolling up to the Provost, x25067 Mark Titzer, all areas rolling up to the EVP, x28053 | ONGOING |
| Budgets & Operational Reporting Input | Kristin Finlay, Budgets & Operational Reporting, x25611 | ONGOING |