

Time Line for Personnel Actions 2003 -2008

Item	Effective Date	Central/System Action/Anticipated Action Date	Field Unit Responsibility/Anticipated Action Date	Notes
Faculty Collective Bargaining (CB) increase: 1% retroactive across the board for 11-month faculty	07-01-03	No change to the salary schedule. Mass suspension of P/S actions with updated salary; PNFs centrally generated and distributed around 05-10-04. Anticipate that subsequent correction PNFs will also be mass generated.	Review PNFs, obtain signatures, process to Payroll. Payroll deadline: 05-27-04 Pay date: 06-30-04	FY 2004 monies; therefore, must be paid on June 30, 2004. Details to be sent out with PNFs.
Faculty CB increase: 1% retroactive across the board for 9-month faculty	08-01-03			
Lecturer Termination	05-31-04	Mass suspension of termination actions for pure lecturers who do not have year appointments. Anticipated distribution of lecturer termination report during the first week of May.	Review report and if necessary generate correction PNF. A PNF must be generated for lecturers with faculty/APT appointments as well as for the 06-01-04 LWOP action for lecturers with year appointments.	More detail with report.
Account Code Rollover	07-01-04	Account codes rolled over for all active BOR and Civil Service employees with no approved 07-01-04 action.	It is anticipated that the FMIS account code crosswalk will not be done on time for the mass generation. Therefore, it may be necessary for field units to pen and ink the fiscal year changes on the 07-01-04 PNFs.	
Leave system change - elimination of different accrual rates for Civil Service employees hired on or after 07-02-01; eff 07-01-04, all follow same accrual rules	07-01-04	Modification of leave system to accommodate change	Verify that accruals are correct on July reports.	
APT CB increase: 1 step (approx 2%)	07-01-04	Salary schedule modified; mass suspension of P/S actions with updated salary; PNFs centrally generated and distributed last week of May.	Review PNFs, obtain signatures, process to Payroll. Payroll deadline: 06-18-04	
Civil Service BU 02, 03, 04: Step movement for employees due step movements in FY 2003	07-01-04	Centrally completed and processed to Payroll.	None Payroll deadline: 06-18-04	
Civil Service BU 02, 03, 04: Continuation of Step Movement plan	07-01-04 to 06-30-05	Centrally completed and processed to Payroll.	None Payroll deadline: various	
Civil Service BU 09	07-01-04	Centrally completed and processed to Payroll	None	
Civil Service BU 01, 10		More information at a later date.		

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Faculty CB increase: 3% across the board for 11-month faculty	07-01-04	Salary schedule eliminated. Mass suspension of P/S actions with updated salary; PNFs centrally generated and distributed around last week of May.	Review PNFs, obtain signatures, process to Payroll. Payroll deadline: 06-15-04	
Faculty CB increase: 3% across the board for 9-month faculty	08-01-04		Review PNFs, obtain signatures, process to Payroll. Payroll deadline: ??-??-??	
Faculty Promotion: 8% increase - applied before the CB adjustment.	08-01-04	None	Upon BOR approval, update P/S position panel, enter promotion action, generate PNF, and process to Payroll in accordance with normal payroll deadline.	
Lecturer CB increase: Fee schedule increased by 3.95%	08-01-04	Lecturer fee schedule updated and loaded onto PeopleSoft.	Generate new hire PNFs and process to Payroll in accordance with normal payroll deadline.	
APT CB increase: 5% across the board increase to the salary schedule; one step movement of 2%	01-01-05	Salary schedule modified; mass suspension of P/S actions with updated salary; PNFs centrally generated and distributed. More information at a later date.	Review PNFs, obtain signatures, process to Payroll.	
Civil Service CB increase: 5% across the board	01-01-05	Centrally completed and processed to Payroll.	None	
Faculty CB increase: 2% retroactive across the board for 11-month faculty	07-01-05	More information at a later date.		
Faculty CB increase: 2% retroactive across the board for 9-month faculty	08-01-05			
Lecturer CB increase: Fee schedule increased by 2.00%	08-01-05	More information at a later date.		
Faculty CB increase: 5% across the board for 11-month faculty	07-01-06	More information at a later date.		
Faculty CB increase: 5% retroactive across the board for 9-month faculty	08-01-06			
Lecturer CB increase: Fee schedule increased by 3.95%	08-01-06	More information at a later date.		

Item	Effective Date	Central/System Action/Anticipated Action Date	Field Unit Responsibility/Anticipated Action Date	Notes
Faculty CB increase: 9% retroactive across the board for 11-month faculty	07-01-07	More information at a later date.		
Faculty CB increase: 9% retroactive across the board for 9-month faculty	08-01-07			
Lecturer CB increase: Fee schedule increased by 3.95%	08-01-07	More information at a later date.		
Faculty CB increase: 11% across the board for 11-month faculty	07-01-08	More information at a later date.		
Faculty CB increase: 11% retroactive across the board for 9-month faculty	08-01-08			
Lecturer CB increase: Fee schedule increased by 3.95%	08-01-08	More information at a later date.		

April 30, 2004

Prepared by the Office of Human Resources (o:\ssa\2003-4 time.wpd)