

PAY/JOB CHANGES WITH NEW FISCAL YEAR

With the turn of the new fiscal year, you will likely be processing many merit increases, reclassifications, pay adjustments, etc. Here is a guide on which system to use for submission.

FY26 MERIT INCREASE EFFECTIVE DATES:

BIWEEKLY – 8/17/2025

MONTHLY – 9/1/2025

MERIT INCREASE ONLY

- Use the Batch Tool for submitting merit increases and performance ratings for employees having no other transactions than a merit increase.
 - **Batch Tool closes the night of 8/19 for biweekly, and closes the night of 9/10 for monthly.**
 - **If you need to submit merit increases after the Batch Tool closes, submit via HR Web.**
 - **Merit increases exceeding 3% must be submitted via HR Web. These cannot be submitted in the Batch Tool.**
 - **Only employees with the following performance ratings can receive merit increases:**
 - **3 – Meets Expectations; 4 – Exceeds Expectations; 5 – Far Exceeds Expectations**

MERIT INCREASE + RECLASSIFICATION

- Submit these combination transactions through the Classification Change section of the eHRAF tool. In the justification section, provide the **merit increase percentage, the performance rating, and the final salary which includes merit increase and reclassification.** We will build the eHRAF with separate rows for both the merit increase and classification change.

MERIT INCREASE + PAY ADJUSTMENT, FTE CHANGE, ETC

- Submit this combination of transactions through the Pay Rate Change section of the eHRAF tool. It will allow you to add the merit increase first, and the pay adjustment (and/or FTE change) as a second transaction.

RULES OF THUMB:

- ✓ The Batch Tool is for employees who are only receiving a merit increase on 8/17 or 9/1.
- ✓ Any employee having multiple transactions on 8/17 or 9/1 – use the eHRAF tool. **Exclude these employees from the Batch Tool.**

Key Dates/Deadlines for FY2026 Compensation Planning

All links and instructions are available in the Compensation Planning Tool in PeopleSoft.

Event	Bi-Weekly Staff	Monthly Staff
Online Batch Tool available to key merit increases and performance ratings	8/1/2025	8/1/2025
eHRAF is available for merit increase/pay adjustment combination of actions (closes 9/30/2025)	8/1/2025	8/1/2025
Effective date of merit increases	8/17/2025	9/1/2025
Deadline for all approvals to occur for bonuses to be paid w/FY2025 money ; submit through HR Web Pay Request process	8/18/2025 NOON	8/25/2025 NOON
Final date to key performance ratings, merit increases & bonuses in online tool: ** BATCH TOOL CLOSSES **	8/19/2025 11:59 p.m.	9/10/2025 11:59 p.m.
Upload of merit increases & performance ratings to employee records from online tool and pay rates adjusted to FY2026 range minimum, if applicable	8/20/2025 – 8/26/2025	9/11/2025– 9/17/2025
Over Range Maximum Payment Requests due to Compensation	9/1/2025	9/1/2025
Deadline for all approvals to occur for bonuses to be paid w/FY2026 money ; submit through HR Web Pay Request process	8/29/2025 NOON	9/23/2025 NOON
First payroll run of FY2026	9/2/2025	9/24/2025
Pay date of first payroll for FY2026	9/5/2025	9/30/2025
Over Range Maximum Payments (OMX) received by eligible staff	9/19/2025	9/30/2025
eHRAF closes for merit increase/pay adjustment coding of actions	9/30/2025	9/30/2025