

# 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.

## FY25 MERIT INCREASE EFFECTIVE DATES:

BIWEEKLY – 8/18/2024

MONTHLY – 9/1/2024

### 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 8/20 for biweekly, and closes the night of 9/11 for monthly.**
  - **If you need to submit merit increases after the Batch Tool closes, submit via HR Web.**
  - **Merit increases exceeding 5% 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 and the performance rating. We will build the eHRAF with separate rows for both the merit increase and classification change. Provide the final pay rate, which includes both the merit and reclassification. We will separate them on the eHRAF.

### 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 8/18 or 9/1.
- ✓ Any employee having multiple transactions on 8/18 or 9/1 – use the eHRAF tool. **Exclude these employees from the Batch Tool.**

## Key Dates/Deadlines for FY2025 Compensation Planning

Event	Bi-Weekly Staff	Monthly Staff
Pay Plan Description completed in Survey Monkey (by designated Chief Business Officers – Non-SOM)	7/10/2024	7/10/2024
Online Batch Tool available to key merit increases and performance ratings	7/29/2024	7/29/2024
eHRAF is available for merit increase/pay adjustment combination of actions <b>(closes 9/30/2024)</b>	8/1/2024	8/1/2024
Effective date of merit increases	8/18/2024	9/1/2024
Deadline for all approvals to occur for bonuses <b>to be paid w/FY2024 money;</b> submit through HR Web Pay Request process	8/19/2024 <b>NOON</b>	8/26/2024 <b>NOON</b>
<b>Final date to key performance ratings, merit increases &amp; bonuses in online tool: BATCH TOOL CLOSES</b>	<b>8/20/2024 11:59 p.m.</b>	<b>9/11/2024 11:59 p.m.</b>
Upload of merit increases & performance ratings to employee records from online tool and pay rates adjusted to FY2024 range minimum, if applicable	8/21/2024 – 8/27/2024	9/12/2024– 9/18/2024
Range Maximum Payment Requests due to Compensation	9/1/2024	9/1/2024
Deadline for all approvals to occur for bonuses <b>to be paid w/FY2025 money;</b> submit through HR Web Pay Request process	8/30/2024 <b>10:00 a.m.</b>	9/24/2024 <b>NOON</b>
First payroll run of FY2024	9/3/2024	9/25/2024
Pay date of first payroll for FY2024	9/6/2024	9/30/2024
Range Maximum Payments (OMX) received by eligible staff	9/20/2024	9/30/2024
eHRAF closes for merit increase/pay adjustment coding of actions	9/30/2024	9/30/2024

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