July 05/06  Budget Office issues employee salary increase worksheets to President/Vice Presidents.

July 05/06  President/Vice Presidents issue salary increase worksheets to budget units.

July 07  Deans/Budget Unit Heads issue salary increase worksheets to departments.

July 22  Departments submit salary increase worksheets to the Deans/Directors.

July 29  Deans/Directors submit salary increase recommendations to Vice Presidents.

August 09  Vice Presidents submit salary increase recommendations to the President. Copy the Budget Office.

August 10  The President approves salary increase recommendations.

August 11  Departments complete all information in salary planner and BDS.

August 12  Budget Office balances and checks salary planner and BDS.

August 15 (TBD)  Budget Office submits 2016-17 operating budget detail to System Office.

August TBD  Budget Office submits 2016-17 Operation Plans to EBO.

September 22-23  The Board of Trustees meet to consider 2016-17 operating budget for approval.

September 23  Departments submit ePAFs to HR. (Departments encouraged to submit earlier)

September 23  Budget Office sends final salary spreadsheet to Payroll/HR.

September 26  HR begins preparation of salary letters and verification/approval of ePAFs.

October 1  Effective date for salary increases.

October 17  HR gives signed letters to departments for distribution to employees.

October 21  First check reflecting the new 2016-17 salary. (Partial)