

## Timeline for FY18 Academic Renewals & Compensation Letters

UCSF HR is implementing a staggered approach for the FY18 academic renewals and compensation letters. Please carefully read all the instructions below and contact your Academic HR Shared Services team if you have any questions. Please note that these dates are subject to change, and if so, you will be notified in a timely manner.

Key Dates	Action	Comments
<b>Due by:</b> March 17	<b>Non-Renewals</b> are due to HR. If there are any remaining non-renewals (excludes voluntary separations, extensions), contact HR as soon as possible.	Non-renewals require a stated reason with advance review/approval by the Dean's Office, prior to communicating to the individual being non-renewed.
Week of April 3rd	<b>Renewal Spreadsheets</b> available to departments via UCSF Box* Including the following populations: 1. NFA 2. FY Paid Faculty 3. All Recalls 4. VCF 5. Other WOS (Affiliates, FY, NFA, Emeritus) 6. Joint WOS appointments  <b>HCOMP Faculty salary increases over 10%:</b> Complete the spreadsheet provided and return to HR by <u>5/31/17</u>	<ul style="list-style-type: none"> <li>Please read the first tab of the Renewal Spreadsheet for instructions</li> <li>Departments should add columns for unique comp letter components as needed. Work with your HR service center regarding questions.</li> </ul> <p><i>* Departments will receive the HCOMP faculty spreadsheet with FY18 salary data the week of June 5th. See section below.</i></p>
May 1	<b>MPM opens</b> for renewals from depts.  Submit FY17 fund changes before submitting the FY18 renewal in MPM.	On May 1, MPM will default to fund year FY18  Once the renewal MPM is processed, the system can no longer accept funding changes for the current fiscal year.

<p><b>Due by:</b> May 15</p>	<p><b>Renewal Spreadsheets</b> are due for all except HCOMP Faculty:</p> <ol style="list-style-type: none"> <li>1. NFA</li> <li>2. FY Paid Faculty</li> <li>3. All Recalls</li> <li>4. VCF</li> <li>5. Other WOS (Affiliates, FY, NFA, Emeritus)</li> </ol> <p><b>Submit MPM out of scope renewals via SRS</b></p>	<p>Renewal Spreadsheet actions:</p> <ul style="list-style-type: none"> <li>• HR will change the spreadsheet access to ‘view only’ for departments</li> <li>• HR will send renewal spreadsheets to Transaction Services Unit (TSU) for processing</li> <li>• If there are changes after May 15, departments should contact their HR Academic Manager.</li> </ul>
<p>Due by: May 31</p>	<p>Submit individual SRS tickets for renewals not processed ‘as-is’ (i.e. changes to funding, salary, step, rank, title code, separations)</p>	<p>An SRS ticket will not be needed for “as is” renewals. Submit individual tickets if changes do apply – these are needed for payroll processing.</p>
<p>Due by: May 31</p>	<p>FY17 (current year) Funding Changes due</p>	<p><b>JUNE BLACKOUT PERIOD: FY17 fund changes will not be accepted after 5/31. If a fund change is needed, the department will need to process via a PET.</b></p>
<p><b>HCOMP Faculty renewals submitted in the MPM will generate a spreadsheet with FY18 salary- See deadlines below</b></p>		
<p><b>Due by:</b> May 31</p>	<p>Submit all HCOMP <b>FY18 faculty renewals</b></p>	<p>HR will utilize MPM data to further populate the HCOMP Faculty renewal spreadsheet. All renewals submitted in the MPM by May 31 will be captured in the FY18 salary data download.</p> <p>Departments can continue to submit MPM renewals after May 31, but the salary data will not be included in the automated download for the renewal spreadsheet.</p> <p>Chair’s salaries should be renewed as-is, until renegotiation has been completed by the Dean’s Office.</p>
<p>Week of June 5</p>	<p><b>MPM Download</b> of FY18 salary data</p>	<p>Departments will be notified of the updated HCOMP Faculty spreadsheet the week of June 5th with available FY18 salary pre-filled</p> <p>Departments are responsible for reviewing the spreadsheet and filling in the remaining fields that could not be populated (<i>e.g., out of scope MPM actions, renewals that were not submitted in the MPM by 5/31</i>)</p>

<p><b>Due by:</b> June 12</p>	<p><b>Last day to update HCOMP Faculty Renewal Spreadsheet</b></p>	<p>Departments must update the HCOMP faculty spreadsheet by 5 p.m. June 12</p> <p>HR and departments collaborate to complete and send out Comp Letters for department review/signature. Departments are responsible for updating the comp letters if there are changes after June 12 .</p> <p><b>Renewals not completed by deadline:</b> If required data is not received from the department, existing funding will be renewed in the payroll system through July 31<sup>st</sup></p> <p><b>Comp Letters for Department Chairs:</b> Dean's Offices coordinate the comp letters for Chairs</p>
<p>June 23</p>	<p>HR will send departments <b>finalized comp plan / APM137 letters</b></p>	<p>Departments will issue the signed compensation/APM137 letters by June 30</p>
<p>July 1<sup>st</sup></p>	<p>Renewal and comp letter process should be completed</p>	<p>Send a signed copy of all comp letters to HR to retain in the personnel file</p>

FSC = Faculty Salary Calculator  
 MPM = Magical PAF Machine  
 NFA = Non-Faculty Academic  
 PET= Payroll Expense Transfer

SRS = Service Request System  
 VCF=Volunteer Clinical Faculty  
 WOS = Without Salary