

July 5, 2018

To: Business Officers and the PPS Listserv (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Academic Employee salary increase implementation

As previously announced, a number of salary increase programs for academic employees have been approved. Details of the various plans were outlined in an email dated June 22, 2018 (available on the Academic Personnel web site: <https://ap.ucsb.edu/>). Processing of the increase **will be done centrally by the Academic Personnel and Payroll offices**. To facilitate this processing, a PPS freeze will be in place for all impacted academic employees effective the close of business Monday July 9, 2018. You are strongly encouraged to enter all July 1 merits and promotions into PPS before the freeze. Please do not perform online PPS transactions for any impacted academic employees after 5:00 p.m. Monday July 9, 2018.

Impacted employees include all academic employees **except:**

- Postdoctoral Scholar: no increase to scales at this time.
- Graduate Student Researchers (GSR): consultation regarding increase on-going at Office of the President.
- Represented Graduate Student employees (TAs, Associates, Readers, Tutors): increase will be effective October 1. Implementation to be done in September.
- Visiting and recall appointments: Not subject to the range except Visiting at the minimum.

A reminder about the freeze will be sent to PPS preparers on July 9.

We expect the freeze to be in place for approximately three or four days. You will be informed when the salary increase processing is complete and the freeze is lifted and the new salary scales will be posted at that time.

Thank you for your patience.

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