

MichiganTech

2014-2015 Merit Adjustment Timeline

Date	Activity
September 29, 2014	Send notification regarding salary adjustment timeline and guidelines and salary worksheets to the President, Executive Team, and Deans.
October 17, 2014	Salary worksheets due in Human Resources. Please send electronically to Gina Sayen at gmsayen@mtu.edu . Worksheets must be reviewed and approved through the appropriate dean/director prior to being forwarded to Human Resources.
October 20-24, 2014	Human Resources will compile information for executive review.
October 27-29, 2014	Executive review and approval.
November 3, 2014	Approved salary worksheets distributed to departments and data sent to Payroll Services.
November 3-7, 2014	Notification period to employees.
November 23, 2014	Effective date of salary adjustments.
December 12, 2014	First paycheck reflecting salary adjustments.