

Salary Planning Calendar 2009 (FY10)

As it was last year, you are now able to enter your salary planning information directly into HRIS, rather than in the planning spreadsheets that had been provided by Budget (for faculty and librarians) and Compensation (for staff).

This eliminates the double data entry that had been required in previous years (once into the planning spreadsheets and again into HRIS). It also allows for employee job changes (hires, terminations, promotions, etc) to be seen without delay on the salary planning pages. This information can be downloaded to Excel directly from the data entry panel or from a query, for further analysis and calculations.

Once you enter your salaries into HRIS, Budget, the Provost's Office and Compensation will run queries off that data to review and approve the salaries. For faculty, you will still be required to submit the statistical analysis that had been done previously. Budget will provide the templates when the planning materials are sent out the week of March 9, 2009.

	FACULTY	FACULTY	STAFF	STAFF
Activities	FAC, ACS, LIB	MED-FACULTY	EXS, ITS, and EXC	NEX and UPD
Schools are given access to the SAU Change panel to update faculty SAUs. NOTE: To insure that all appropriate faculty are included in the salary planning pages within HRIS, data entry should be completed before you begin your planning in HRIS.-Notify Med Finance to make changes on SAUs.	2/9/2009			
Budget sends faculty and librarian planning materials to Schools. Schools begin their salary planning in HRIS. Schools complete their salary planning entries into HRIS and return their analysis to Budget no later than 5/8/09.	Week of 4/10/2009			
Compensation sends out performance evaluation materials for staff (due 05/29/09).			4/6/2009	4/6/2009
Schools are trained on data entry for staff, librarian and faculty merit increases on HRIS. Contact Eva deSouza (e-desouza @northwestern.edu, 7-1451) to register for classes. See the HRIS website for details.	March in Evanston & Chicago	May & June in Evanston and Chicago	May & June in Evanston and Chicago	May & June in Evanston and Chicago
FSM's Salary planning parameters sent out to Basic Science & Library	4/17/2009			
FSM's Basic Science & Library deadline for entry - Panels will be closed 5/8/09.	5/1/2009			
Final deadline for Schools to complete their salary planning entries into HRIS for faculty and librarians and return their analysis to Budget. Schools should notify Budget and the Provost's Office as soon as entries are completed	5/8/2009			
Budget and Provost review and approve faculty and librarian salaries in HRIS.	through 5/8/2009			
FSM's Salary planning parameters for Non-NMFF faculty sent out to depts.		5/14/2009		
FSM's Deadline for salary entry for Non-NMFF faculty - Panels will be closed.		5/29/2009		
FSM's Salary planning parameters for NMFF faculty sent out to depts.		5/15/2009		
FSM's Deadline for salary entry for NMFF faculty-Panels will be closed.		6/5/2009		
Deadline to submit completed staff performance evaluation forms			5/29/2009	5/29/2009
Compensation sends planning materials to Schools. Schools begin their salary planning in HRIS.			Week of 6/1/2009	Week of 6/1/2009
Final deadline for Schools to complete their on-line Staff planning in HRIS. Schools should notify Compensation when their data entry is completed.			6/30/2009	6/30/2009
All departmental access to Salary Planning panels for Basic Science & Library is changed to Look-Up.	5/11/2009	6/8/2009	6/30/2009	6/30/2009
Compensation reviews and approves on-line entries for Staff salary planning.			through 7/31/2009	through 7/31/2009
HRIS loads position updates for new job codes and position end dates	8/5/2009	8/5/2009	8/5/2009	8/5/2009
HRIS loads salaries for all biweekly and monthly salary plans onto Job	8/12/2009	8/12/2009	8/12/2009	8/12/2009
Schools run public queries to verify loaded information.	8/13/2009	8/13/2009	8/13/2009	8/13/2009
Schools issue merit letters for staff employees.			8/13 - 8/21/2009	8/13 - 8/21/2009
Merit increases are effective by Salary Plan	9/1/2009	9/1/2009	9/1/2009	8/23/2009
First payday for biweekly salary plans: NEX and UPD.				9/11/2009
Distribution of new appointment and position forms	9/21 - 9/25/2009	9/21 - 9/25/2009	9/21 - 9/25/2009	9/21 - 9/25/2009
Payroll Register will be available for monthly September Payroll.	9/21/2009	9/21/2009	9/21/2009	
First payday for monthly salary plans: FAC, ACS, LIB, EXS, EXC and ITS	9/30/2009	9/30/2009	9/30/2009	