

## Academic Salary Policy 2024 Implementation Schedule

### (Including Appeal, Anomaly and Retention)

Job Aids for processing Academic Salary Policy in Workday are available in the [HR Knowledge Base](#), including one specifically tailored to Chairs and Directors. Total Compensation and the Academic Personnel Office will be available to provide individualized support as needed.

Timeline	Tasks
February 28 to April 5 (noon)	<p>Eligibility list available to be verified through Workday-Extend (changes must be e-mailed to Daniel Gélina).</p> <p>Merit awards, merit categories and all recommendations for individual anomaly corrections must be entered by Faculties in Workday. Note that as soon as the eligibility list is confirmed, the Faculties may start to fill out the information in Workday.</p> <p><b>Note:</b> retention allocation requests may occur year-round.</p>
April 5 (noon)	The Workday application becomes unavailable for data entry to Faculties. Faculties may still view the data in the application.
April 8 – 10	Total Compensation validates the Workday entries and confirms back to Faculties before merit results are distributed to units.
April 11 – 19	Deans/Chairs inform individual staff of their merit category.
April 11 – 26	Anomaly and Retention Report finalized and reviewed (APO). Associate Provost (Equity & Academic Policies) reviews the requests and decides on the allocations.
April 22 – May 3	Period for merit appeals to Deans.
April 29	Associate Provost (Equity & Academic Policies) informs Deans of decisions on Anomaly and Retention.
May 6	Deans advised of final decision by Associate Provost (Equity & Academic Policies) on Anomaly and Retention allocations, if review was requested.
May 10	Deadline to submit changes resulting from appeals to HR.
May 13	Deadline for HR to enter appeals and for the Office of the Provost and Vice-Principal (Academic) to enter final anomaly and retention results in Workday.
Week of May 20	Salary policy is run.

June 10	Actual pay is run.
June 14	First pay with new salaries.

**Note: Central HR and Office of the PVPA are involved during the entire process to answer questions and ensure compliance with academic salary policy rules**