

Academic Salary Policy 2022 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
March 1 to April 8 (noon)	<p>Eligibility list available to be verified through Workday-Extend (changes must be e-mailed to Daniel Gélinas).</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>Note: retention allocation requests may occur year-round.</p>
April 8 (noon)	The Workday application becomes unavailable for data entry to Faculties. Faculties may still view the data in the application.
April 11 – 13	Total Compensation validates the Workday entries and confirms back to Faculties before merit results are distributed to units.
April 14 – 22	Deans/Chairs inform individual staff of their merit category.
April 14 – 29	Anomaly and Retention Report finalized and reviewed (APO). Preliminary recommendations prepared by Associate Provost (Equity & Academic Policies) and reviewed with Provost and Vice-Principal (Academic).
April 25 – May 6	Period for merit appeals to Deans.
May 2	Associate Provost (Equity & Academic Policies) informs Deans of decisions on Anomaly and Retention.
May 9	Deans advised of final Provostial decision by Associate Provost (Equity & Academic Policies) on Anomaly and Retention allocations, if review was requested.
May 12	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-Extend.

Week of May 23	Salary policy is run.
May 30	Actual pay is run.
June 3	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