2016-2017 Salary Program
Distribution & Collection of Rosters Routing Process

**Routing Process has been established in order to adhere to the approval process as described in the guidelines: “The merit-based salary increase will require one-over-one (one level up) approval.”**

Instructions to Dean’s Office: The Assistant Dean must email EVC-StaffHR@ucsd.edu when the rosters are complete and finalized. Please cc: Dean in the email. In the message body, type “The Dean’s Office approves all eligible increases.”

Potential delays can occur if information is not distributed according to the target dates identified in the guidelines and/or if rework is required due to missing/incorrect/incomplete information.

If a roster is returned from Campus HR to the department due to missing/incorrect/incomplete information, then any merit increases subsequently authorized by Campus HR will be the responsibility of the home department to input into PPS.