Academic Salary Policy 2023 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 6 (noon)	Eligibility list available to be verified through Workday-Extend (changes must be e-mailed to Daniel Gélinas). 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.

Week of May 22	Salary policy is run.
May 29	Actual pay is run.
June 2	First pay with new salaries.