

VII. APPENDICES
APPENDIX A

FY21 FACULTY/STAFF MERIT INCREASE PROGRAM TIMELINE

February 29 th	➤ Last new hire date eligible for FY21 Faculty/Staff Merit Increase Program
March 16 th	➤ Online Performance Appraisal System available for entering Performance Appraisals ➤ Any Draft Appraisal previously entered into system may not be completed or shared until this date
April 21 st	FY21 Faculty and Staff Merit Increase Guidelines available on the web at: https://www.hr.upenn.edu/docs/default-source/pay-and-performance/merit-increase-guidelines.pdf?sfvrsn=2
April 24 th	➤ Open Workday Staff Merit Training
May 4 th	➤ Begin Workday Merit Process for Staff
May 29 th	➤ Submissions due for Workday Merit for Staff
June 5 th	➤ Submissions due for Academic Merit EIB
June 8 th	➤ Staff Performance Appraisals to be entered into the Online Performance Appraisal System by 11:59 p.m.
July 1 st	➤ Effective date of academic and staff merit increase for exempt (monthly-paid) workers. See closing schedule: https://www.finance.upenn.edu/disbursements-payroll/monthly-payroll-schedule-january-through-december-2020 ➤ Effective date of merit increase for non-exempt (weekly-paid) workers; effective date is mid-week. See closing schedule: https://www.finance.upenn.edu/disbursements-payroll/weekly-payroll-schedule-january-through-december-2020
July 10 th	➤ First weekly pay for non-exempt staff for pay period ending 7/5/20 - reflects pay at FY20 (6/29-6/30) & FY21 (7/1- 7/5) hourly rates
July 17 th	➤ First weekly pay for non-exempt staff for pay period ending 7/12/20 - reflects FY21 hourly rate
July 31 st	➤ First monthly pay for exempt staff and academics reflects FY21 merit increase