

BCOE Effective Dates for Reclasses and Equities

Per Clarification from Scott Biggerstaff via email to Janna Le Blanc on August 25, 2014: the designated University Office referred to in Union Contracts is Campus Human Resources. Effective immediately, Human Resources will indicate in iReview the appropriate Bi-Weekly or Monthly effective date that coincides with the applicable union contract or PPSM policy for 99 employees when the reclass or equity is approved by Human Resources.

	Effective Date of Reclass or Equity Increase	Effective Date of Reclass or Equity Increase	Eligibility for Retroactive Effective Date
	Exempt - Monthly	Non-Exempt Bi-weekly	
CX	N/A	1st day of the first bi-weekly payroll following receipt in Campus HR.	Reclass and Equity requests may be retroactive only if the date of the retroactive increase is indicated in iReview at the time the reclassification request is submitted for review/approval. This is because the effective date must be the same date HR notices the union.
RX and TX	1st of the month following the date on which the request is received in Campus HR.	1st day of the first bi-weekly payroll following receipt in Campus HR.	Same as above
SX	N/A	1st day of the first bi-weekly payroll following receipt in Campus HR.	Same as above
99	1st of the month following the date on which the request is received in Campus HR.	1st day of the first bi-weekly payroll following receipt in Campus HR.	May be considered for retroactive increase at any time during the process up to the point the decision is finalized.

Examples of Bi-weekly payroll effective Dates:

CX	Exempt: Received in HR 9/16 = effective date 10/1 Bi-Weekly: Received in HR 9/16 = effective date 9/28 payroll period
RX/TX	Exempt: Received in HR 9/16 = effective date 10/1 Bi-Weekly: Received in HR 9/16 = effective date 9/28 payroll period
SX	Exempt: Received in HR 9/16 = effective date 10/1 Bi-Weekly: Received in HR 9/16 = effective date 9/28 payroll period
99	Exempt: Received in HR 9/16 = effective date 10/1 Bi-Weekly: Received in HR 9/16 = effective date 9/28 payroll period

BCOE Procedures:

*Please indicate in the comments field if the equity or re-class is to be retro-active and if the employee is a union represented or bi-weekly employee so that CPSU can ensure that correct actions are taken.

*CPSU will review for the following:

-Type of employee represented/non-represented

-Pay cycle the employee is currently on and will be on after the approval

-Justification for retro is attached on the original equity or re-class request and written in the comments section for HR to review

-Once HR approves, verify the correct retro date was used

-Verify the new salary information is correct and accurately reflects campus range adjustments/merit increases if applicable.

*Equity and Reclassification requests will be processed by the CPSU staff and submitted to Campus HR by the month following receipt of the request in the CPSU. If the request is unable to be submitted to HR by the CPSU within this timeframe (and a retroactive effective date was not previously requested), the Department FAO/MSO will be contacted for approval to submit the request with a retroactive effective date consistent with the date the action would have been effective, had the request been submitted to Campus HR by the CPSU/Dean's Office's internal deadline.

Ex: Request is received between 6/1 and 6/30- CPSU has until 7/30 to submit the request to HR with an effective date, per Campus HR's policy, of 8/1 (date varies slightly with bi-weekly employees).