

From: Mccomber, Kathleen H
Sent: Friday, December 12, 2014 12:26 PM
To: HR Newsletter Distribution
Subject: Information on Salary Increases

OHR will be working to implement the COLA increases across campus that have been approved for January 1. As part of that preparation we are establishing a calendar of important dates where access will be unavailable to SAP and where salary changes will be reviewed. Please be aware and share this communication with those who may need to know this information. We appreciate your support and understanding while we implement the increase.

Salary and Role Changes

Salary changes with COLA increases will be verified and validated to ensure accuracy over the next two weeks. This data will be the new salary beginning with the first paycheck in January.

SAP Impact Monday, December 15 – Wednesday, January 7.

Effective 5PM, Monday, December 15, SAP will **not** be available to make salary or job role changes. Salary and role data will be locked for an employee on that date.

SAP will be available again 8AM, Wednesday, January 7.

Actions

Office of Human Resources – Classification and Compensation will continue to take your requests; however, there will be no action taken on the request until 8AM, January 7. There will be **no** backdating of salary or job role data prior to December 20. Any salary or job role changes must be effective after the COLA increase has been applied to base salary.

COLA Increases

Office of Human Resources Compensation and HRIS will load all COLA increases. There will be **NO** action necessary by any division or department.

If you have questions, please do not hesitate to contact HRComp@uams.edu.

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