

Mark your calendars with salary upload deadlines ^[1]

April 27, 2015 by [\(not verified\)](#) ^[2]

As the employee performance cycle winds down, place the following deadlines on your calendar to ensure CU's salary upload processes run smoothly and your employees' information gets updated in HRMS appropriately.

For July 1 increases:

- **Friday, May 29**
Classified staff review ratings must be entered in the HRMS by this date.
- **Monday, June 8**
Employee Services will complete the salary increase calculations for classified staff and send spreadsheets to campus HR offices for review. Please report any issues by Friday, June 19.
- **Monday, June 29**
All salary-planning entries for 12-month faculty, university staff and medical residents must be in the system by close of business to be included in the salary upload processes. (Note that your campus may set an earlier deadline to complete your entries.)
- **Tuesday, June 30**
Employee Services will upload salary increases for 12-month faculty, university staff, classified staff and medical residents into the HRMS. During this period, you will have inquiry-only access to the system. Employee Services will notify you when the uploads have been completed and full access to the system has been restored.

For academic-year contract faculty (effective Sept. 1)

- **Friday, July 31**
All salary-planning entries for academic-year contract faculty must be in the system by close of business to be included in the salary upload processes. (Note that your campus may set an earlier deadline to complete your entries.)
- **Monday, Aug. 3**
Employee Services will run uploads for academic-year contract faculty. You will have inquiry-only access to the system during the uploads. Employee Services will notify you when the uploads have been completed and full access to the system has been restored.

Questions?

Please contact Jennifer Bosma at Jennifer.Bosma@cu.edu ^[3] with any questions regarding

the salary uploads.

[salary](#) ^[4], [salary upload](#) ^[5]

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[3] <mailto:Jennifer.Bosma@cu.edu>

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