

FY27 UWT merit-based salary adjustment process TIMELINE

To ensure that UW Tacoma aligns with the university deadlines as noted in the [FY27 Process Guide](#), below is an adjusted timeline including the UWT actions.

Timeline	Action
July Task	Run R0536 Merit Data Audit Report in Workday to review data for any corrections. Refer to the attached SOM Merit Process Workday Restricted Entry Period Summary and the FY27 Process Guide, sections for more detail. • Preparation & Data Clean Up • Clean-Up Procedure • Key Considerations During Merit Preparation. (*Address all zero compensation records.) • Using Merit Data Audit Report R0536 Complete all corrective action(s) by July 31.
August 5- August 10	Merit Proposal Worksheet: UWT AHR will upload your department's worksheet directly into your designated Sharepoint Merit folder. Departments are responsible for reviewing, updating, and submitting this worksheet. If you or your team members require OneDrive access, please contact Keying Wen kwen1@uw.edu for assistance. Joint Appointment Salary Reminder: Primary units must consult with secondary units to ensure all salary increase proposals match (same percentage to each position). Please note that these aligned increases will only appear on the primary department's worksheet.
August 10, 2026	DEADLINE for submitting AHR faculty proposals to AHR office via SharePoint. Departments should use the save-as function to rename the file by including the word "confirmed."
Aug 1 – Sep 11 Workday Restriction Period	Units will be restricted from initiating select Workday business processes during merit preparation. Other job profiles, including those listed in Job Profiles Not Included in the Merit Process, are not restricted. For details on the scope of these restrictions, please refer to the section of the FY27 Process Guide.

August 14, 2026	AHR Manager submit completed merit worksheets to meritprocess@uw.edu
September 3, 2026	AHR Manager will prepare salary increase notification letter and file in the applicable SharePoint folder. Caution! Departments will receive APPROVED files via SharePoint once merit is validated. DO NOT notify employees until it is officially approved.
September 5-8, 2026	Directors will send meritorious notification letters to applicable faculty. Note: notification must be dated and sent to employees <u>after</u> the approval notice is received but no later than September 16, 2026 Caution: Non-Merit notifications will be sent from the Chancellor's office
September 8 – 11, 2026	Departments validate salary rates using the R0537 Workday Merit Adjustment Validation Report. Work with AAC/HR for Corrections & Changes .
September 11, 2026	New 9/1 salary rates visible to employee in Workday.
September 11, 2026	All Workday restrictions lifted; all business process can resume.
Sep 14 (Monday)	DEADLINE for units to notify AHR for processing necessary corrections.
Sep 16 (Wednesday)	DEADLINE for units to notify employees of approved increases.
Sep 25, 2026	Salary increases that were loaded into Workday appear on pay slips.

NOTE that the timeline may change as needed.