

July 2023 – June 2024 Compensation Increase Request Submission Schedule

Please have units submit Excel versions of the comp forms along with the signed PDF versions. If changes or corrections are made to the forms as they move along the queue, or arrive in the division/unit with changes or corrections that need to be made, please make those changes electronically on the Excel form prior to them being submitted to HR. The justification that will be sent in the narrative to the Vice Chancellor of Administration and Finance should be the same as that in the justification section of the Excel version of the form. **Please submit both the Excel and PDF forms to HR.**

HR and Chancellor Review/Approval

Increases that require Chancellor review/approval and which are submitted to HR by 12pm on Tuesdays, will be submitted by HR for review and approval by the Vice Chancellor for Administration and Finance and Chancellor on Monday after the submission to HR. After Chancellor approval has been obtained, HR will then submit to UNC-System Office (UNC-SO) for further approval by UNC-SO President and/or BOG on Tuesdays by 12pm.

UNC-SO President Review/Approval

All increases that fall within the President’s delegation will be reviewed on a weekly basis. Requests must be submitted by campuses by 12pm on Tuesdays. Except when a State holiday shortens the work week, UNC-SO will attempt to have a response by the following Friday.

BOG Personnel & Tenure Review/Approval

Campus Due to HR (12pm)	HR Due to Chancellor	HR Due to UNC-SO (12pm)	BOG Review [^]
Tuesday, June 13, 2023	Monday, June 19, 2023	Tuesday, June 27, 2023	Wednesday, July 19, 2023
Tuesday, August 8, 2023	Monday, August 14, 2023	Tuesday, August 22, 2023	Thursday, September 14, 2023
Tuesday, September 12, 2023	Monday, September 18, 2023	Tuesday, September 26, 2023	Thursday, October 19, 2023
Tuesday, October 10, 2023	Monday, October 16, 2023	Tuesday, October 24, 2023	Thursday, November 16, 2023
Tuesday, November 7, 2023	Monday, November 13, 2023	Tuesday, November 21, 2023	Thursday, December 14, 2023
Tuesday, December 12, 2023	*Monday, December 18, 2023	Tuesday, January 2, 2024	Thursday, January 25, 2024
Tuesday, January 23, 2024	Monday, January 29, 2024	Tuesday, February 6, 2024	Thursday, February 29, 2024
Tuesday, March 12, 2024	Monday, March 18, 2024	Tuesday, March 26, 2024	Thursday, April 18, 2024
Tuesday, April 16, 2024	Monday, April 22, 2024	Tuesday, April 30, 2024	Thursday, May 23, 2024

[^]Subject to change

*Early submission due to Holiday Break

System Office Submission Schedule^

Submissions for President approval will be submitted to UNC-System Office every Tuesday by 12pm. In order to meet that submission deadline, the request must have obtained Chancellor approval the prior week. Submissions for Chancellor approval occurs every Monday. Deadline for requests for Chancellor submission is the prior Tuesday by 12pm.

EXAMPLE

Submission for UNC-SO President approval	Tuesday, July 25, 2023
Submission to Chancellor	Monday, July 17, 2023
Campus due to HR (by 12 pm)	Tuesday, July 11, 2023

NOTE - Meeting deadlines and approvals are contingent upon compilation of data review, clarification of any questions, adjustment recommendation communications, etc. In other words, HR, Vice Chancellor for Administration and Finance, Chancellor, UNC-SO, and BOG review and/or approvals are contingent upon these factors, and requests may be held, or decisions regarding approvals not made until that process is complete.