Hi Everyone,

This year's automatic range adjustment for the graduate student population has been scheduled. Please see the timeline below for details and instructions for PPS preparers. Thank you!

**SCHEDULE OF PAYMENTS**
- **Monthly:** the 3% increase for earnings effective 10/01/19 will be reflected on the 11/01/19 paycheck.
- **Bi-Weekly:** the 3% increase for earnings effective 10/06/19 will be reflected on the 10/30/19 paycheck.

**TIMELINE AND INSTRUCTIONS**
- **Today – 10/04/19 (COB):** Continue to input all GSR and ASE PPS actions using the OLD pay rates (effective 10/01/18). If you have been entering appointments with the new rates, please contact me.
- **10/05/19-10/08/19:** No PPS entries or adjustments may be made to the records of existing GSR or ASE appointments during the freeze. You may process separations and new hires using the NEW pay rates (effective 10/01/19)
- **10/07/19 – 10/08/19:** EDB PPS update; the automatic range adjustments will run on 10/07/19 in implement the 3% salary increase. The program will match title codes to the 10/01/18 pay rates and then adjust to the rates effective 10/01/19. The program will be based on the PPS data at the close of business on Monday evening, 10/07/19, when the system goes off-line at 7:00 pm.
- **10/09/19:** Graduate Division will send a notice on Wednesday morning, 10/09/19, confirming that the range adjustment process was successful. At that time, you may resume making adjustments to existing PPS entries.

Courtney L. Aguila  
**Senior Graduate Employment Coordinator**  
Graduate Division, UC San Diego  
9500 Gilman Drive, #0003  
La Jolla, CA 92093-0003  
P: (858) 534-3727 | F: (858) 534-4304  
E: claguila@ucsd.edu | W: grad.ucsd.edu

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