Hi Everyone,

A reminder that the **PPS freeze for the graduate students begins today at COB** and continues through COB on Tuesday (10/08/19). On Wednesday, 10/09/19, we will send a separate notification confirming that the range adjustment was successful.

Thank you and have a nice weekend!

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**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.

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