
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
Vancouver, BC
Canada V6T 1Z1
<http://www.hr.ubc.ca>

Date: August 21, 2006

To: Deans, Directors, Department Heads and Administrators

From: Kathleen Cheng, Team Leader, Total Compensation

**CC: HR Advisory Services
Joanne Young, Manager, Payroll
Trang Nguyen, Budget Office**

Re: Announcement of 2006 Merit

We are pleased to announce that 2006 Merit has been approved for M&P employees, and HR will be providing Department Administrators with spreadsheets of eligible employees by mid-September.

As with previous years, the Budget Office will centrally fund merit increases for GPOF positions.

A detailed memo with instructions on how to process Merit will be emailed to Administrators in mid-September. A number of online resources and training support will be available for those new to processing Merit and those who require assistance.

The deadline for completed Merit paperwork is November 10/06.

If departments submit their Staff Appointment Forms to payroll by Nov. 10/06, the increase will be reflected on the Nov. 30/06 pay cheques, and the retroactive increases (where applicable) will be reflected on the Dec. 15/06 pay cheques.

More Merit information will be forthcoming in mid-September.