Policy 4.53
Salary Adjustment Effective Dates

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision Date: July 31, 2018

Policy Sections:
I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview
n/a

Applicability
n/a

Policy Details

Salary adjustments due to promotions, demotions, reclassifications and market adjustments are effective on the first day of the pay period concurrent with or immediately following the date the action occurs.

Salary adjustments due to annual merit increases are effective on the first day of the first pay period to be paid in the new fiscal year.
Managers and departmental Human Resources Representatives should make every effort to process salary adjustments by the deadlines established by the Payroll Office and by Human Resources Data Services. Retroactive salary adjustments should be avoided.

Definitions

n/a

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.53](http://policies.emory.edu/4.53)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Clarification of Policy</td>
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Revision History

- Version Published on: Jul 31, 2018
- Version Published on: May 07, 2007 (Original Publication)