

Salary Program Administration Instructions for Policy-Covered (Non-Represented) Staff (FY 2026-27)

The memo below is being sent to the HR Leadership Forum, the HR Business Partners and the UCPATH listserv. Thank you for serving as one of the representatives for your department to receive this memo. Please distribute this message widely to colleagues in your department.

July 6, 2026

The Salary Program for eligible policy-covered (non-represented) staff will be implemented centrally by Human Resources in collaboration with the UCPATH Center. The following information and instructions represent our best estimate of how the process will unfold.

Employee Rosters

HR is centrally managing the implementation of the salary increase program this year, therefore there will not be any distribution of rosters for your review. We will manage the eligible population centrally and in coordination with the UCPATH Center. If you are unsure about an employee's eligibility for the increase, please submit a ticket via [HR Service Now](#) to Compensation & Classification > General Questions.

Enter Outstanding UCPATH Actions (July 10 - July 13)

To ensure that the salary increase program includes the correct population and the most updated information for each eligible employee, please enter any **outstanding job code or salary action changes** (for eligible employees) into UCPATH between [July 10 and July 13](#) that are effective **prior** to the salary increase program effective dates.

If you have already entered job code or salary action changes in UCPATH that are effective **on or after** the salary increase program effective dates (for eligible employees), please be sure to check Job Data in UCPATH after the mass upload ([July 17](#)) to ensure that the general increase was processed before the future dated action. If the information in Job Data does not appear correctly, please reach out to HRIS via [HR Service Now](#) for assistance in how to correct the record.

UCSB Pause on UCPATH Transactions (July 14 - 17)

For employees identified as eligible for the salary increase program, **please do not enter any salary actions or job code changes in UCPATH during the "pause"**. Other changes such as fund source, reports to, and location are okay to enter, as are temporary stipends.

Exclusions from the Salary Program

If you wish to exclude an employee from the salary program based on performance issues, please consult with Human Resources/Employee and Labor Relations via an [HR ServiceNow](#) ticket to Employee and Labor Relations>Department Advisory Services > Performance Concern. If you receive authorization to exclude an employee, please notify [Kathy Moore](#) (via email) in HR/Compensation.

Upload of Increases to UCPATH:

HR will centrally manage the upload process with the UCPATH Center. Departments are NOT responsible for entering salary increases directly into UCPATH. **The mass upload process will occur between July 15-17 for both BW and MO employees.**

Pay Out Dates:

- Eligible **bi-weekly paid** employees will see the increase reflected in their **July 29th** paycheck. This check will contain the increase for two pay periods.
- Eligible **monthly paid** employees will see the increase reflected in their **July 31st** paycheck.

Questions:

Salary Increase Program FAQs are available on the [HR website](#). If you have any additional questions regarding the salary increase program process or instructions, please submit a ticket via [HR ServiceNow](#) to Compensation & Classification > General Questions.

Thank you,

Kathy Moore, UCSB Alum '90

Director of Total Rewards

Proudly Serving Since '95

she | her | hers ([here's why](#))

[UCSB Human Resources](#)

kpmoo@ucsb.edu

Office: (805) 893-7137