IT EHRA Conversion Timeline for HR Council - Jan. 2019

January 30 – 31, 2019
- IT ranges approved by BOT and SO (targeted)
- Socialize ranges w/ appropriate groups
- Communications Plan development
- Website communications
- Generate list of managers w/ impacted direct reports
- Finalize list of eligible / impacted employees

February 2019
- **February 1** Email managers w/ impacted direct reports with invitations to information sessions
- Highlight longevity eligible employees (Managers and HR Officers)
- Salary increases – Longevity increase
- **February 15** – Email eligible / impacted employees to attend information sessions
- Comms Plan launch
- **February 1st - moratorium on position actions for impacted employees**

February 12 – 14, 2019
- Conduct manager training
- 60-minute sessions
- Special sessions by request
- 6 sessions total
- Session locations: ITS, KFBS and SOM
- Web streaming
- Recording sessions for later use
- Support resources & guides

March 1 – 8, 2019
- Conduct employee training
- 90-minute sessions
- 10 sessions
- Sessions locations: ITS SoM, KFBS, AOB
- Web streaming
- Record sessions for later use
- Support resources & guides

March 11 – June 9, 2019
- Election period
- Online election tool
- Decision to convert to EHRA Non-Faculty is irrevocable
- Employees who take no action will remain SHRA
- Email reminders from OHR
- Report to HR Officers showing who has not made an election
- 60- day window from effective date to make retirement plan election (if eligible to switch plan)
- Reporting requirement to system office
- Include in EHRA-NF performance management training for the spring
- Pro-rated longevity
  - Timing & instructions for entering actions - OHR and Records

June 10, 2019 effective date