

## Merit Pay Implementation Checklist

**Objective:** To ensure all key implementation tasks are completed.

Check the box in the second column when complete and use the comment box for any additional items to be completed or considered.

Implementation Tasks	Done	Describe
1. Roles and responsibilities assigned and a work process flow created for the implementation process.		
2. Timeline and due dates determined and documented.		
3. Procedures and processes documented.		
4. Forms and supporting documents for managers and employees created.		
5. Communications plan with associated communications materials created.		
6. Training program and materials created; training roles assigned.		
7. Process for orientating new supervisors, managers, and employees determined and documented.		
8. Tools to calculate and review/audit department and college/administrative unit increases created.		
9. Communications distributed to employees, supervisors, and managers utilizing multiple communications methods and vehicles.		
10. Training delivered to managers and employees.		
11. Performance results and calibration complete.		

*Continued*

## Merit Pay Implementation Checklist

*Continued*

Implementation Tasks	Done	Describe
12. Merit Pay results determined and reviewed.		
13. Overall merit pay results reviewed at the college/administrative unit level. Challenges and changes communicated to managers.		
14. Overall merit results sent to OHR for approval.		
15. Merit pay results communicated to supervisors.		
16. Merit pay results communicated to employees.		
17. Merit pay results entered into the system.		
18. Review of the merit pay process completed and changes made to address issues.		