|  |  |
| --- | --- |
| |  | | --- | | **[Cost of Living Adjustment (COLA) for FY 2019](https://my3.my.umbc.edu/groups/payroll/news/80054" \t "_blank)** |   This is a follow-up to President Hrabowski’s April 14, 2018 Budget Update, specifically the Cost of Living Adjustment (COLA) increases effective January 1, 2019 and April 1, 2019 respectively.  The Human Resources (HR) Department will process the actions as follows:   * **Regular Faculty, Staff and Contingent II Staff**:  a mass update process will be run by HR to update the job records for these employees.  The 2% COLA increase will be effective on January 1, 2019.  The additional 0.5% COLA and one-time $500 bonus will be effective on April 1, 2019.  Note that the one-time bonus will be pro-rated based upon part-time status (e.g. .50%=$250, .75%=$375, etc.).  The one-time bonus will also be handled programmatically by the HR Department. * **Graduate Assistants**:  these employees will be given the 2% COLA effective January 1, 2019, as well as the .5% COLA effective April 1, 2019.  Graduate Assistants WILL NOT be eligible for the one-time bonus.  The COLA updates will occur programmatically to effectuate these pay actions.   **NOTE**:  In the event that there are Graduate Assistants who are supported by grant or other funding sources that do not permit increases, the department must identify these individuals by providing an Excel spreadsheet to Lisa Drouillard (HR Payroll Director) with:  employee name, EMPLID, empl record number, and department name, no later than December 14, 2018 in order to exclude the employee from the job update process.   The January, 2019 COLA will be reflected in the paycheck issued January 25, 2019.  The April, 2019 COLA and $500 bonus (for those eligible employees) will be reflected in the paycheck issued April 19, 2019.  Please be sure to review the biweekly salaries reflected in your Department Time Entry screens, as well as the Preliminary and Final Gross Pay Reports to ensure the COLA update is reflected for employees in your department.  This is especially important given that other job actions which may impact pay (i.e., reclassification actions, probationary increases, etc.) with the same effective date may be reflected as well. |