

**ANNUAL REVIEW TIMETABLE
2023**

Activity	Date	Responsible person
Closing date for the submission of applications for bonuses and/or increments to HoD/Line Manager (applications for the Professorial salary review should be sent directly to annualreview@essex.ac.uk)	By 12 noon, 31 March 2023	Employee applicant or Manager nominating a staff member
Applications are reviewed by line managers/Heads of Department, and recommendations signed off by Exec Dean/Head of Section	By 28 April 2023	Heads of Department; Exec Dean/Head of Section
Applications should be sent to annualreview@essex.ac.uk for collation by the Employee Relations team	By 5 May 2023	Exec Dean/Head of Section
Provision of feedback on applications not supported by the Faculty/Section	5 May – 19 May 2023	Exec Dean/Head of Section
Submissions will be considered by the relevant salary review group.	21 May – 15 June 2023	Registrar & Secretary, Academic Salary Review Group, Professorial Salary Review Group
Remuneration Committee	26 June 2023	Committee Secretary
HoD/HoS are notified of outcomes via email and informed of when staff letters will be sent	By 5 July 2023	People and Culture
Applicants/nominees will be notified of the outcome by letter	By 14 July 2023	People and Culture
Bonuses ¹ will be received in salary payments	July 2023 pay date	People and Culture
Increments (accelerated and discretionary) will be awarded	Grades 1-6:1 August 2023 Grades 7-10:1 October 2023	People and Culture

¹ Bonus payments will be subject to tax and National Insurance but are non-pensionable.