

**SECTION F: HUMAN RESOURCES AND PAYROLL****F.1. Human Resources – Personnel Actions:**

The cutoff dates for personnel actions to be effective for June (Fiscal Period 12) payrolls are as follows:

- a. Monthly payroll – forms are due to Human Resources by 5:00 PM Friday, May 31, 2024 to be effective for the June 30, 2024, (pay date) monthly payroll.
- b. Biweekly payroll – forms are due to Human Resources by 5:00 PM Friday, May 31, 2024 to be effective for the June 28, 2024, (pay date) biweekly payroll.

**\*\*Please note:**

a. These deadlines above pertain to those forms and transactions that have a financial impact (i.e. salary or funding changes). Regular payroll schedule deadlines should be followed for forms that do not have a financial impact on the 2024 fiscal year.

**F.2. Payroll – Salary Redistributions:**

All salary redistributions (for posting to Fiscal Period 12) must be approved as follows:

- a. *Monthly payroll* – approved by 5:00 PM Sunday, June 30, 2024.
- b. *Biweekly payroll* – approved by 5:00 PM Saturday, June 29, 2024.

**F.3. Payroll – Last Payroll posting for fiscal year 2023-24:**

The last payrolls to post to fiscal year 2023-24 (Fiscal Period 12) will be as follows:

- a. *Monthly payroll* - the June 2024 monthly payroll will post to the finance system in Fiscal Period 12 on Sunday, June 23, 2024 and be available to view on Wednesday, June 26, 2024.
- b. *Biweekly payroll* - for the work period of June 16 – June 29, 2024 (pay date of July 12) will post to the finance system on Tuesday, July 9, 2024.
  - **As a reminder, for fiscal year 2023-24 there will be 27 biweekly payrolls.**
  - **For Labor Distribution, the posting date of the July 12, 2024 pay date will be June 29, 2024 (Fiscal Period 12).**