

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 Thursday, June 15, 2017 to be effective for the June 30, 2017, (pay date) monthly payroll.
- b. Biweekly payroll – forms are due to Human Resources by 5:00 PM Tuesday, June 20, 2017 to be effective for the July 7, 2017, (pay date) biweekly payroll.

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 Thursday, June 22, 2017.
- b. *Biweekly payroll* – approved by 5:00 PM Wednesday, June 28, 2017.

F.3. Payroll – Last Payroll posting for fiscal year 2016-17:

The last payrolls to post to fiscal year 2016-17 (Fiscal Period 12) will be as follows:

- a. *Monthly payroll* - the June 2017 monthly payroll will post to the finance system in Fiscal Period 12 on Monday evening, June 26, 2017 and be available to view on Tuesday, June 27, 2017.
- b. *Biweekly payroll* - for the work period of June 11 – June 24, 2017 (pay date of July 7) will post to the finance system on Friday evening, June 30, 2017 and will be available to view on Monday, July 3, 2017. **For Labor Distribution, the posting date of the July 7, 2017 pay date will be June 24, 2017 (fiscal period 12).**