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 Wednesday, June 15, 2016 to be effective for the June 30, 2016 (pay date) monthly payroll.

b. Biweekly payroll – forms are due to Human Resources by 5:00 PM Tuesday, June 21, 2016 to be effective for the July 8, 2016 (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 Wednesday, June 22, 2016.

b. Biweekly payroll – approved by 5:00 PM Wednesday, June 29, 2016.

F.3. Payroll – Last Payroll posting for fiscal year 2015-16:

The last payrolls to post to fiscal year 2015-16 (Fiscal Period 12) will be as follows:

a. Monthly payroll - the June 2016 monthly payroll will post to the finance system in Fiscal Period 12 on Friday evening, June 24, 2016 and be available to view on Monday, June 27, 2016.

b. Biweekly payroll - for the work period of June 12 – June 25, 2016 (pay date of July 8) will post to the finance system on Friday evening, July 1, 2016 and will be available to view on Tuesday, July 5, 2016. For Labor Distribution, the posting date of the July 8, 2016 pay date will be June 25, 2016 (fiscal period 12).