

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 30, 2025 to be effective for the June 30, 2025, (pay date) monthly payroll.
- b. Biweekly payroll – forms are due to Human Resources by 5:00 PM Friday, May 30, 2025 to be effective for the June 27, 2025, (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 2025 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 Thursday, June 19, 2025.
- b. *Biweekly payroll* – approved by 5:00 PM Monday, July 7, 2025.

F.3. Payroll – Last Payroll posting for fiscal year 2024-25:

The last payrolls to post to fiscal year 2024-25 (Fiscal Period 12) will be as follows:

- a. *Monthly payroll* - the June 2025 monthly payroll will post to the finance system in Fiscal Period 12 on Friday, June 20, 2025 and be available to view on Monday, June 23, 2025.
- b. *Biweekly payroll* - for the work period of June 15 – June 28, 2025 (pay date of July 11) will post to the finance system on Tuesday, July 8, 2025 and be available to view on Wednesday, July 9, 2025. **For Labor Distribution, the posting date will be June 28, 2025 (Fiscal Period 12).**

Off-cycle payroll for any missed payments in June 2025 that are identified by June 30, 2025, will be paid on July 3, 2025, and post to Period 12 with a posting date of June 28, 2025.

F.4. Summer Retirement Contributions for Academic Year (AY) Faculty and Academic Staff:

New for Summer 2025, benefit-eligible AY faculty and academic staff will now receive a University match contribution of 10% toward retirement on eligible summer pay for work performed from May 16 – August 15, 2025. For active sponsored programs (RC and RG accounts) that did not budget for these costs, half (50%) of the retirement contribution expense attributable to summer 2025 pay will be funded centrally. This portion of the retirement contribution expense will be moved from the individual RC and RG accounts to a central account through two different transactions initiated by the Controller's Office:

- a. For summer payroll posted between May 16 – June 30, 2025, a journal voucher document will be processed by Monday, July 14, 2025 (fiscal year 2024-25 Period 13).
- b. For summer payroll posted between July 1 – August 15, 2025, a journal voucher document will be processed by Tuesday, September 30, 2025 (fiscal year 2025-26 Period 3).