

FY'16 Exempt Personnel Action and Payroll Calendar for Faculty Actions Requiring BOR Approval

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order for Personnel Actions to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Beginning of Pay Period	VP A&FA Office Deadline	Exempt PAR Deadline	BOR Agenda Extract	BOR Meeting	Exempt Pre-Payroll Mailed	Exempt Lockout	Exempt Pay Day	Holidays During Pay Period
July 2015 Through December 2015								
07/01/15	05/01/15	07/08/15		No Meeting	07/01/15	07/21/15	07/31/15	Independence Day - 07/03/15
08/01/15	06/01/15	08/12/15	07/01/15	8/11-12/15	08/05/15	08/18/15	08/31/15	
09/01/15	07/01/15	09/09/15	08/01/15	09/15/15	09/02/15	09/22/15	09/30/15	Labor Day - 09/07/15
10/01/15	08/01/15	10/14/15	09/01/15	10/13-14/15	10/07/15	10/20/15	10/30/15	
11/01/15	09/01/15	11/11/15	10/01/15	11/10/15	11/04/15	11/17/15	11/30/15	Thanksgiving Holiday - 11/26/15 & 11/27/15
12/01/15	10/01/15	12/09/15		No Meeting	12/02/15	12/15/15	12/31/15	Christmas Holiday - 12/24/15 & 12/25/15
January 2016 Through June 2016								
01/01/16	11/01/15	01/13/16	12/01/15	*1/12-13/16	01/06/16	01/19/16	01/29/16	New Year's Day - 01/01/16 & MLK - 01/18/16
02/01/16	12/01/15	02/10/16	01/02/16	*2/9-10/16	02/03/16	02/16/16	02/29/16	
03/01/16	01/02/16	03/09/16	02/01/16	*3/8-9/16	03/02/16	03/15/16	03/31/16	
04/01/16	02/01/16	04/13/16	03/01/16	*4/12-13/16	04/06/16	04/19/16	04/29/16	
05/01/16	03/01/16	05/11/16	04/01/16	*5/10-11/16	05/04/16	05/17/16	05/31/16	Memorial Day - 05/30/16
06/01/16	04/01/16	06/08/16		*No Meeting	06/01/16	06/21/16	06/30/16	
July 2016 Through August 2016 (FY'17)								
07/01/16	05/01/16	07/13/16		*No Meeting	07/06/16	07/19/16	07/29/16	Independence Day - 07/04/16

***Note: Dates estimated pending release of BOR Meeting Dates for Calendar Year 2016**

This calendar applies to Faculty Personnel Actions that require Board of Regents approval, such as:

- Major Faculty Appointments: Reports Directly to the President Only
- Special Faculty Appointments

For Personnel Action deadlines for Faculty Actions that do not require Board of Regents approval, please see the FY'16 Exempt Personnel Action Deadline and Payroll Calendar.