

FY'16 Exempt Personnel Action and Payroll Calendar

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.

Exempt PAR Deadline	Beginning of Pay Period	End of Pay Period	Exempt Pre-Payroll Mailed	Exempt Lockout	Exempt Pay Day	Holidays During Pay Period
July 2015 Through December 2015						
07/08/15	07/01/15	07/31/15	07/01/15	07/21/15	07/31/15	Independence Day - 07/03/15
08/12/15	08/01/15	08/31/15	08/05/15	08/15/15	08/31/15	
09/09/15	09/01/15	09/30/15	09/02/15	09/15/16	09/30/15	Labor Day - 09/07/15
10/14/15	10/01/15	10/31/15	10/07/15	10/20/15	10/30/15	
11/11/15	11/01/15	11/30/15	11/04/15	11/17/15	11/30/15	Thanksgiving Holiday - 11/26/15 & 11/27/15
12/09/15	12/01/15	12/31/15	12/02/16	12/15/15	12/31/15	Christmas Holidays - 12/24/15 & 12/25/15
January 2016 Through June 2016						
01/13/16	01/01/16	01/31/16	01/06/16	01/19/16	01/29/16	New Year's Day - 01/01/16 & MLK - 01/18/16
02/10/16	02/01/16	02/29/16	02/03/16	02/16/16	02/29/16	
03/09/16	03/01/16	03/31/16	03/02/16	03/15/16	03/31/16	
04/13/16	04/01/16	04/30/16	04/06/16	04/19/16	04/29/16	
05/11/16	05/01/16	05/31/16	05/04/16	05/17/16	05/31/16	Memorial Day - 05/30/2016
06/08/16	06/01/16	06/30/16	06/01/16	06/21/16	06/30/15	
July 2016 (FY'17)						
07/13/16	07/01/16	07/31/16	07/06/16	07/19/16	07/29/16	Independence Day - 07/04/16

This calendar applies to Faculty Personnel Actions that do not require Board of Regents approval, such as:

- Regular Faculty Appointment
- Regular Faculty Appointment with Probation Credit toward Tenure
- Tenure Upon Appointment
- Limited Term Faculty Appointment
- Temporary Faculty Appointment
- Clinical Appointment
- Adjunct Appointment
- Emeritus Appointment
- Reappointment
- Add/Change/End Administrative Appointment
- Part-Time Rehired Retiree Appointments (Classified and Faculty)
- Leave of Absence less than 12 months
- Return from Leave of Absence
- Retirement
- Termination
- Additional Pay
- Salary Change
- Salary Distribution Change
- Change to FTE
- Contract Type Change
- Tenure Track Changes

For Personnel Action deadlines for Faculty Actions that require Board of Regents approval, please see the FY'16 BOR Approved Faculty Personnel Action Deadline and Payroll Calendar.