

FY'09 Exempt Personnel Action and Payroll Calendar

Personnel Transaction 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 Through December 2008						
07/08/08	07/01/08	07/31/08	07/01/08	07/15/08	07/31/08	Independence Day 7/4/08
08/12/08	08/01/08	08/31/08	08/05/08	08/19/08	08/29/08	
09/09/08	09/01/08	09/30/08	09/02/08	09/16/08	09/30/08	Labor Day 09/01/08
10/14/08	10/01/08	10/31/08	10/07/08	10/21/08	10/31/08	
11/11/08	11/01/08	11/30/08	11/04/08	11/18/08	11/26/08	Thanksgiving 11/27/08 & 11/28/08
12/09/08	12/01/08	12/31/08	12/02/08	12/16/08	12/31/08	Christmas 12/24/08 & 12/25/08
January Through June 2009						
01/13/09	01/01/09	01/31/09	01/06/09	01/20/09	01/30/09	New Year's 1/1/09 MLK 01/19/09
02/10/09	02/01/09	02/28/09	02/03/09	02/17/09	02/27/09	
03/10/09	03/01/09	03/31/09	03/03/09	03/17/09	03/31/09	
04/14/09	04/01/09	04/30/09	04/07/09	04/21/09	04/30/09	
05/12/09	05/01/09	05/31/09	05/05/09	05/19/09	05/29/09	Memorial Day 05/25/09
06/09/09	06/01/09	06/30/09	06/02/09	06/16/09	06/30/09	

This calendar applies to Faculty Personnel Actions that do not require Board of Regents approval. Such include:

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| * Regular Faculty Appointment | * Leave of Absence less than 12 months |
| * Regular Faculty Appointment with Probation Credit toward Tenure | * Return from Leave of Absence |
| * Tenure Upon Appointment | * Retirement |
| * Limited Term Faculty Appointment | * Termination |
| * Temporary Faculty Appointment | * Additional Pay |
| * Clinical Appointment | * Salary Change |
| * Adjunct Appointment | * Salary Distribution Change |
| * Emeritus Appointment | * Change to FTE |
| * Reappointment | * Contract Type Change |
| * Add/Change/End Administrative Appointment | * Tenure Track Changes |

For Personnel Action deadlines for Faculty Actions that require Board of Regents approval, please see the FY'09 BOR Approved Faculty Personnel Action Deadline and Payroll Calendar.