

### FY'09 BOR Approved Faculty Personnel Action Deadline 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.

Personnel Action Effective Date	VPI/AP Office Deadline	HR Deadline	Board of Regents Agenda Extract Deadline	Board of Regents Meeting Date	Exempt Pre-Payroll Mailed	Exempt Lockout	Exempt Pay Day	Holidays During Pay Period
<b>July Through December 2008</b>								
07/01/08	05/13/08	05/20/08	05/27/08	06/11/08	07/01/08	07/15/08	07/31/08	Independence Day 7/4/08
08/01/08	05/13/08	05/20/08	05/27/08	No July Meeting	08/05/08	08/19/08	08/29/08	
09/01/08	07/22/08	07/29/08	08/05/08	08/20/08	09/02/08	09/16/08	09/30/08	Labor Day 09/01/08
10/01/08	07/22/08	07/29/08	08/05/08	No Sept. Meeting	10/07/08	10/21/08	10/31/08	
11/01/08	09/16/08	09/23/08	09/30/08	10/15/08	11/04/08	11/18/08	11/26/08	Thanksgiving 11/27/08 & 11/28/08
12/01/08	10/14/08	10/21/08	10/28/08	11/11/08	12/02/08	12/16/08	12/31/08	Christmas 12/24/08 & 12/25/08
<b>January Through June 2009</b>								
01/01/09	10/14/08	10/21/08	10/28/08	No Dec. Meeting	01/06/09	01/20/09	01/30/09	New Year's 1/1/09 MLK 01/19/09
02/01/09	12/16/08	12/23/08	12/30/08	01/14/09	02/03/09	02/17/09	02/27/09	
03/01/09	*01/20/09	*01/27/09	*02/3/09	*02/18/09	03/03/09	03/17/09	03/31/09	
04/01/09	*02/17/09	*02/24/09	*03/3/09	*03/18/09	04/07/09	04/21/09	04/30/09	
05/01/09	*03/17/09	*03/24/09	*03/31/09	*04/15/09	05/05/09	05/19/09	05/29/09	Memorial Day 05/25/09
06/01/09	*03/17/09	*03/24/09	*03/31/09	*No May Meeting	06/02/09	06/16/09	06/30/09	
07/01/09	*05/19/09	*05/26/09	*06/2/09	*06/17/09	07/07/09	07/21/09	07/31/08	Independence Day 7/3/09
08/01/09	*05/19/09	*05/26/09	*06/2/09	*No July Meeting	08/04/09	08/18/09	08/31/08	

\* NOTE: 2009 Dates are yet to be determined by Board of Regents, tentative dates included on this calendar are subject to change.

This calendar applies to Faculty Personnel Actions that require Board of Regents approval. Such include:

- \* Major Faculty Appointment: Only Direct Reports to the President
- \* Special Faculty Appointments
- \*Part-Time Rehired Retiree Appointments (Classified and Faculty)

For Personnel Action deadlines for Faculty Actions that do not require Board of Regents approval, please see the FY'09 Exempt Personnel Action Deadline and Payroll Calendar.