

**FISCAL YEAR 2008
FISCAL YEAR END SCHEDULE FOR
PERSONNEL TRANSACTIONS
FOR REGULAR-STATUS FACULTY AND STAFF**

Effective Date	Action	Deadline for PAR to be received in HR Services
June 16, 2008	<u>All</u> personnel transactions will be processed normally.	June 10, 2008
July 1, 2008	Personnel transactions for <u>reclassifications, promotions and/or transfers</u> will <u>NOT</u> be processed. Personnel transaction for <u>new hires</u> will be processed normally.	June 10, 2008
July 17, 2008	<u>All</u> personnel transactions will be processed normally.	July 11, 2008

Personnel transactions received in HR Services after the posted deadline will be held until the next available pay period. (Example – If on June 13, 2008 a New Hire PAR is received in HR Services with a July 1, 2008 effective date, HR Services will change the effective date to July 17, 2008.)