

CALENDAR YEAR 2009

PERSONNEL TRANSACTION PROCESSING AFFECTED BY GENERAL SALARY INCREASE PROCESS

APPLIES TO REGULAR-STATUS FACULTY AND STAFF PERSONNEL TRANSACTIONS

No transfers, reclassifications, or promotions of existing employees will be allowed on July 1 and/or any other date deemed as the effective date for a general salary increase. New employment appointments will be allowed on these dates.

Deadlines for the submission of personnel actions are reflected in the University **PAR** (Personnel Action Request)/**EPAF** (Electronic Personnel Action Form) **Deadlines Calendar** viewable on the web at:

<http://www.marshall.edu/human-resources/employ/PAR-EPAF-DEADLINES-CALENDAR-2009.pdf>

Applicable deadlines for submission of personnel transactions as set forth in the calendar must be observed. Personnel transactions affected by the above process received with effective dates equal to July 1 or other date for a general salary increase will be held for the next available pay period.

Information on the month, if any, during which the University will provide general salary increases may be obtained by contacting Human Resource Services at 304.696.6455 or human-resources@marshall.edu.