

## 2012 EPAF/PAR Deadline Calendar

| Date of Personnel Action - New Hires | Due to:          |                     |                     |
|--------------------------------------|------------------|---------------------|---------------------|
|                                      | Human Resources* | SM First Check Date | RR First Check Date |
| 1/3/2012                             | 12/19/2011       | 1/13/12             | 1/31/12             |
| 1/17/2012                            | 1/10/2012        | 1/31/12             | 2/15/12             |
| 2/1/2012                             | 1/26/2012        | 2/15/12             | 2/29/12             |
| 2/16/2012                            | 2/10/2012        | 2/29/12             | 3/16/12             |
| 3/1/2012                             | 2/24/2012        | 3/16/12             | 3/30/12             |
| 3/19/2012                            | 3/13/2012        | 3/30/12             | 4/13/12             |
| 4/2/2012                             | 3/27/2012        | 4/13/12             | 4/30/12             |
| 4/16/2012                            | 4/10/2012        | 4/30/12             | 5/16/12             |
| 5/1/2012                             | 4/25/2012        | 5/16/12             | 5/31/12             |
| 5/17/2012                            | 5/11/2012        | 5/31/12             | 6/15/12             |
| 6/1/2012                             | 5/25/2012        | 6/15/12             | 6/29/12             |
| 6/18/2012                            | 6/8/2012         | 6/29/12             | 7/15/12             |
| 7/2/2012                             | 6/8/2012***      | 7/15/12             | 7/31/12             |
| 7/17/2012                            | 7/11/2012        | 7/31/12             | 8/16/12             |
| 8/1/2012                             | 7/26/2012        | 8/16/12             | 8/31/12             |
| 8/17/2012                            | 8/13/2012        | 8/31/12             | 9/14/12             |
| 9/4/2012                             | 8/28/2012        | 9/14/12             | 9/28/12             |
| 9/17/2012                            | 9/11/2012        | 9/28/12             | 10/16/12            |
| 10/1/2012                            | 9/25/2012        | 10/16/12            | 10/31/12            |
| 10/17/2012                           | 10/11/2012       | 10/31/12            | 11/15/12            |
| 11/1/2012                            | 10/26/2012       | 11/15/12            | 11/30/12            |
| 11/16/2012                           | 11/12/2012       | 11/30/12            | 12/14/12            |
| 12/3/2012                            | 11/27/2012       | 12/14/12            | 12/31/12            |
| 12/17/2012**                         | 12/11/2012       | 12/31/12            | 1/16/13             |

\* Noon

\*\*No new staff hires, must be hired effective 1/2/13

\*\*\*Early deadline required by ending of fiscal year

**Personnel actions for current employees are the first day of the pay period.**

FYI - Health and life insurance coverage begins the first day of the month following employment and enrollment for new employees.