



Human Resource Services POLICY RESOURCES

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| Applies to: | Marshall University |
| Title: | Deadline for Personnel Action Requests (PARs)/Electronic Personnel Action Forms (EPAFs) |
| Number: | MU-HR-22 |
| Effective Date: | 01/01/05 |
| Last Revision Date: | 05/01/06 |

Personnel Action Requests (PARs) and/or Electronic Personnel Action Forms (EPAFs) for Marshall University (hereinafter the University) employment must be received in Human Resource Services (see policy and procedure on Human Resources Support) by 12:00 noon on the third working day preceding the payroll date. For a paper PAR this means the paper copy reaches Human Resource Services by the deadline. For an EPAF this means the EPAF is on the Human Resource Services computer desktop by the deadline.

These dates are reflected in a calendar that can be viewed by clicking the following link:

<http://www.marshall.edu/human-resources/employ/>.

From the page that opens, scroll down to and click the appropriate calendar. Use the web browser "back" button to return to this page. The calendar may be printed as needed. Note that deadline dates for payrolls falling in or near the Thanksgiving and/or Christmas-New Year holiday periods by may be changed from what is reflected in this calendar. Such changes will be announced to the University community in time to plan accordingly.

Departments contemplating personnel actions such as hires, reclassifications, etc., should make careful note of these deadlines and ensure the timely completion and submission of the PAR and/or EPAF. PARs and/or EPAFs received after the deadline date cannot be processed for the immediately following payroll date. Any consequences of reporting to work, receiving compensation, terminating employment, etc., that cannot be accomplished due to PARs and/or EPAFs that were not submitted by the appropriate deadline are the sole responsibility of the employing department.

Information and assistance with this policy and procedure may be obtained by contacting Human Resource Services at 304.696.6455 or human-resources@marshall.edu.

IF YOU ARE VIEWING THIS POLICY ON THE WEB, PLEASE CLICK THE "BACK" BUTTON ON THE WEB BROWSER AS DESIRED TO NAVIGATE TO THE POLICY TOP PAGE. IF VIEWING THIS POLICY ON PAPER, THE POLICY TOP PAGE CAN BE VIEWED ON THE WEB AT <http://www.marshall.edu/human-resources/poly/>. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.