

# FY23 HUMAN RESOURCES YEAR-END DEADLINES

## RECRUITMENT SERVICES

- New Hires, Re-Hires, Change Job Profile processes with a start date of June 12, 2023, through July 3, 2023, must be received in Workday by May 31, 2023.

## WORKFORCE ADMIN & RECORDS CONTROL

- The deadline to submit Add Job and Data-Extension business processes for year-end FY23 will be June 2, 2023.
- The deadline to submit Add Job and Data-Extension business processes effective July 1, 2023, through July 31, 2023, will be July 7, 2023.

## CLASSIFICATION & COMPENSATION

- June 30<sup>th</sup> is the last pay date in the current fiscal year (FY23). Request Compensation Change or One-Time Payment with an effective date of June 24, 2023, and beyond will be paid in the next fiscal year (FY24) beginning with Pay Period 14.
- Commission on Ethics / Human Resources: Employees obligated to file for Financial Disclosure with the Florida Commission on Ethics must have their completed FORM-1 postmarked no later than July 1<sup>st</sup>, 2023 and may be accessed by this weblink for download - <https://ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>.

## POINT OF CONTACT

- For all questions relating to Human Resources year-end dates and deadlines, please contact Miranda Williams-Russell via email at [mwilliamsrussell@fau.edu](mailto:mwilliamsrussell@fau.edu) or 561-297-3026.