

FY22 HUMAN RESOURCES YEAR-END DEADLINES

RECRUITMENT SERVICES

- New Hires, Re-Hires, Change Job Profile processes with a start date of June 13, 2022, through July 5, 2022, must be received in WD by June 1, 2022 and must be completed in WD by June 8, 2022.

WORKFORCE ADMIN & RECORDS CONTROL

- The deadline to submit Add Job business processes to be effective on, or after 7/1/2022 will be 06/03/2022.
- The deadline to submit Data-Extension business processes to be effective on, or after 7/1/2022 will be 6/13/2022.

CLASSIFICATION & COMPENSATION

- June 17th is the last pay date in the current fiscal year (FY22). Request Compensation Change or One-Time Payment requests with an effective date of 6/11/2022 and beyond will be paid in the next fiscal year (FY22) beginning with Pay Period 13.
- All new prerequisite forms to be effective in FY22 must be received by 6/8/2021
- Ethics Commission/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 1st, 2022. This form is mailed as a courtesy in May/June. If replacement documents are needed please contact Christine Smith in Human Resources.

COSTING ALLOCATIONS

- Costing Allocations of all Grant Funded Positions (Faculty/Postdoctoral/AMP/SP) are required to be continuous, i.e. allocations with an end date of 6/30/2022 MUST have a proceeding allocation created with a 7/1/2022 start date. If the Position is NOT Grant Funded, the end date should remain blank.

POINT OF CONTACT

- For all questions relating to Human Resources year-end dates and deadlines, please contact Christine Smith: csmith@fau.edu.