

FY20 HUMAN RESOURCES YEAR-END DEADLINES

RECRUITMENT SERVICES

- New Hires, Re-Hires, Change Job Profile processes with a start date of June 15, 2020 through July 7, 2020 must be received in WD by June 10, 2020 and must be completed in WD by June 12, 2020.

WORKFORCE ADMIN & RECORDS CONTROL

- The deadline to submit Add Job business processes to be effective on, or after 7/1/2020 will be 06/02/2020.
- The deadline to submit Data-Extension business processes to be effective on, or after 7/1/2020 will be 6/16/2020.

CLASSIFICATION & COMPENSATION

- June 19th is the last pay date in the current fiscal year (FY20). Request Compensation Change or One-Time Payment requests with an effective date of 6/13/2020 and beyond will be paid in the next fiscal year (FY21) beginning with Pay Period 14.
- All new prerequisite forms to be effective in FY20 must be received by 6/10/2020
- 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, 2020. This form is mailed as a courtesy in May/June. If replacement documents are needed please contact Michael Davis 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 6/30/2020 MUST have a proceeding allocation created with a 7/1/2020 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 Michael Davis: michael.davis@fau.edu or 7-3026.