

FY21 HUMAN RESOURCES YEAR-END DEADLINES

RECRUITMENT SERVICES

- New Hires, Re-Hires, Change Job Profile processes with a start date of June 14, 2021 through July 6, 2021 must be received in WD by June 7, 2021 and must be completed in WD by June 9, 2021.

WORKFORCE ADMIN & RECORDS CONTROL

- The deadline to submit Add Job business processes to be effective on, or after 7/1/2021 will be 06/08/2021.
- The deadline to submit Data-Extension business processes to be effective on, or after 7/1/2021 will be 6/22/2021.

CLASSIFICATION & COMPENSATION

- June 18th is the last pay date in the current fiscal year (FY21). Request Compensation Change or One-Time Payment requests with an effective date of 6/12/2021 and beyond will be paid in the next fiscal year (FY21) beginning with Pay Period 13.
- All new prerequisite forms to be effective in FY21 must be received by 6/9/2021
- 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, 2021. 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 6/30/2021 MUST have a proceeding allocation created with a 7/1/2021 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.