

# FY2019 HUMAN RESOURCES YEAR-END DEADLINES

## RECRUITMENT SERVICES

- New Hires, Re-Hires, Change Job Profile processes with a start date of June 17, 2019 through July 2, 2019 must be received in WD by June 12, 2019 and must be completed in WD by June 14, 2019.

## WORKFORCE ADMIN & RECORDS CONTROL

- There will be an add job freeze for individuals where they cannot begin work between 6/25/19-6/30/19. They can resume starting add jobs effective 7/1/19.
- The deadline to submit Add Jobs to be effective on, or after 7/1/2019 will be 5/28/2019.
- The deadline to submit Data-Extensions to be effective on, or after 7/1/19 will be 6/11/2019.

## CLASSIFICATION & COMPENSATION

- June 21st is the last pay date in the current fiscal year (FY19). Request Compensation Change or One-Time Payment requests with an effective date of 6/15/19 and beyond will be paid in the next fiscal year (FY20) beginning with Pay Period 14.
- All new prerequisite forms to be effective in FY19 must be received by 6/12/19
- Ethics Commission/Human Resources: Employees obligated to file for Financial Disclosure with the Florida Commission on Ethics must have their completed FORM-1 (2018) postmarked no later than July 1st, 2019. 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/AMP/SP) and Jobs (Student/OPS) are required to be continuous, i.e. allocations with an end date of 6/30/19 MUST have a preceding allocation created with a 7/1/19 start date. If the Position or Job 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](mailto:michael.davis@fau.edu) or 7-3026.