

## UAF 2018 Personnel / Payroll Submission Schedule with New Procedures

**Procedure change:** Paperwork for personnel action *changes* will not be accepted more than 6 weeks prior to date of Personnel [action] Date to prevent and alleviate heavy administrative burden.

**Reminder:** Employees should not be working prior to the Personnel/Payroll Assistant (PPA) accurately completing hire paperwork and submitting it to the UAF HR office. Ideally a new employee will begin working after paperwork has been processed by the UAF HR office. UAF HR helps to ensure the best possible onboarding experience for all employees. Please notify HR in a timely manner, have all required, and accurately completed paperwork to us so we may serve with excellence.

| Accurate and Complete Paperwork dropped off to the UAF-HR office between |                                                       | Will be processed... |                   | Special Notes: Personnel will notify the PPA(s), at the unit, of incomplete paperwork or paperwork with errors. HR will communicate what the errors are, how to fix and have PPA(s) resubmit corrected paperwork. <b>Paperwork with errors or that is incomplete, will not be considered as having been submitted.</b> |                                 |
|--------------------------------------------------------------------------|-------------------------------------------------------|----------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| From                                                                     | To                                                    | Data Entry Done by   | Expected Pay Date | Holidays and Alerts                                                                                                                                                                                                                                                                                                    |                                 |
| 16-Mar-2018<br>After 1pm                                                 | 30-Mar-2018<br>Prior to 1pm                           | 13-Apr               | 27-Apr-2018       | Normal data entry workloads should have no delays                                                                                                                                                                                                                                                                      |                                 |
| 30-Mar-2018<br>After 1pm                                                 | 13-Apr-2018<br>Prior to 1pm                           | 27-Apr               | 11-May-2018       | Normal data entry workloads should have no delays                                                                                                                                                                                                                                                                      |                                 |
| 13-Apr-2018<br>After 1pm                                                 | 27-Apr-2018<br>Prior to 1pm                           | 11-May               | 25-May-2018       | Normal data entry workloads should have no delays                                                                                                                                                                                                                                                                      |                                 |
| 27-Apr-2018<br>After 1pm                                                 | 11-May-2018<br>Prior to 1pm                           | 24-May*              | 8-Jun-2018*       | *Beginning of heavy workloads due to academic year-end and summer starts, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                                                           |                                 |
| 11-May-2018<br>After 1pm                                                 | 25-May-2018<br>Prior to 1pm                           | 8-Jun*               | 22-Jun-2018*      | *Height of heavy workloads due to contract extensions and summer starts, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                                                            |                                 |
| 25-May-2018<br>After 1pm                                                 | 8-Jun-2018<br>Prior to 1pm                            | 22-Jun*              | 6-Jul-2018*       | *Catch-up, summer starts and contract extensions continue to keep workloads high, plus open enrollment, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                             | Holiday Memorial Day May 28     |
| 8-Jun-2018<br>After 1pm                                                  | 22-Jun-2018<br>Prior to 1pm                           | 6-Jul*               | 20-Jul-2018*      | *Prep for Fiscal Year End & Fiscal Year Begin, heavy workloads continue, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                                                            |                                 |
| 22-Jun-2018<br>After 1pm                                                 | 3-Jul-2018*<br>Prior to 1pm<br>Due to Holiday Closure | 20-Jul*              | 3-Aug-2018*       | *Fiscal Year End & Fiscal Year Begin, data entry restrictions due to System updates, plus holiday closure period, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                   | Holiday Fourth of July July 4-5 |
| 3-Jul-2018<br>After 1pm                                                  | 20-Jul-2018<br>Prior to 1pm                           | 3-Aug*               | 17-Aug-2018*      | *Fiscal Year End & Fiscal Year Begin, data entry restrictions due to System updates, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                                                |                                 |
| 20-Jul-2018<br>After 1pm                                                 | 3-Aug-2018<br>Prior to 1pm                            | 17-Aug*              | 31-Aug-2018*      | *Heavy workloads due to Academic Year Begin, regular faculty return to On-Contract status, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                                          |                                 |
| 3-Aug-2018<br>After 1pm                                                  | 17-Aug-2018<br>Prior to 1pm                           | 30-Aug*              | 14-Sep-2018*      | *Heavy workloads due to Academic Year Begin, Students, Grads, and temporary faculty assignments begin, if data entry is not complete will delay pay until next pay cycle.                                                                                                                                              |                                 |
| 17-Aug-2018<br>After 1pm                                                 | 31-Aug-2018<br>Prior to 1pm                           | 14-Sep*              | 28-Sep-2018*      | *This is a heavy processing time as Academic Year Begin continues. If data entry is not complete will delay pay until next pay cycle.                                                                                                                                                                                  |                                 |

|                            |                                                           |         |              |                                                                                                                                                                       |                                                |
|----------------------------|-----------------------------------------------------------|---------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 31-Aug-2018<br>After 1pm   | 14-Sep-2018<br>Prior to 1pm                               | 28-Sep* | 12-Oct-2018* | *This is a heavy processing time as Academic Year Begin [clean-up] continues, and holiday closure. If data entry is not complete will delay pay until next pay cycle. | Holiday<br>Labor Day<br>Sept 3                 |
| 14-Sep-2018<br>After 1pm   | 28-Sep-2018<br>Prior to 1pm                               | 12-Oct* | 26-Oct-2018* | *This is a heavy processing time as Academic Year Begin [clean-up] continues. If data entry is not complete will delay pay until next pay cycle                       |                                                |
| 28-Sep-2018<br>After 1pm   | 12-Oct-2018<br>Prior to 1pm                               | 26-Oct  | 9-Nov-2018   | Normal data entry workloads should have no delays                                                                                                                     |                                                |
| 12-Oct-201<br>After 1pm    | 26-Oct-2018<br>Prior to 1pm                               | 9-Nov   | 23-Nov-2018  | Normal data entry workloads should have no delays                                                                                                                     |                                                |
| 26-Oct-2018<br>After 1pm   | 9-Nov-2018<br>Prior to 1pm                                | 21-Nov* | 7-Dec-2018   | Normal data entry workloads should have no delays                                                                                                                     |                                                |
| 9-Nov-2018<br>After 1pm    | 21-Nov-2018*<br>Prior to 1pm<br>Due to Holiday<br>Closure | 7-Dec   | 21-Dec-2018* | *Gearing up for new semester plus holiday closure, if data entry is not complete will delay pay until next pay cycle.                                                 | Holiday<br>Thanksgiving<br>Nov 22-23           |
| 21-Nov-2018<br>* After 1pm | 7-Dec-2018<br>Prior to 1pm                                | 21-Dec  | 4-Jan-2019*  | *Gearing up for new semester continues, holiday closures, heavy workloads. If data entry is not complete will delay pay until next pay cycle.                         | Holiday<br>Thanksgiving<br>Nov 22-23           |
| 7-Dec-2018<br>After 1pm    | 14-Dec-2018*<br>Prior to 1pm<br>Due to Hard<br>Closure    | 4-Jan   | 18-Jan-2019  | *Heavy Workloads, gearing up for new semester continues, preparation for upcoming hard closure. If data entry is not complete will delay pay until next pay cycle.    |                                                |
| 14-Dec-2018<br>After 1pm   | 4-Jan-2018                                                | 18-Jan  | 1-Feb-2019   | *Spring Semester Begins, soft/hard closure makes for heavy workloads. If data entry is not complete will delay pay until next pay cycle.                              | Holiday &<br>Winter<br>Closure<br>Dec 24-Jan 2 |

Subject to change for system upgrades and processes to be determined and on an as needed basis.

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| <b>Blue font indicates heavy workloads here in HR</b>                                                                                                                                                                          |
| Highlighted areas are exceptionally heavy workloads and delays in data entry may be experienced.                                                                                                                               |
| Black font indicates a more normal operational data entry workload. It does not mean a lighter overall load for reports to locate errors that may have occurred during heavy data entry runs are completed and fixed if found. |
| Pink Highlight end of fiscal year and is a heavy workload week.                                                                                                                                                                |