

# **Critical Dates for Processing Personnel Actions**

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## **Semi-Monthly Payroll**

- Actions must be received at the HR Director level by the 5<sup>th</sup> of the month for the 15<sup>th</sup> payroll

## **Monthly Payroll**

- Actions must be received at the HR Director level by the 20<sup>th</sup> of the month for the end of the month payroll

## **Student Payroll**

- Actions must be received in the HR Office by the 5<sup>th</sup> of the month for the monthly 15<sup>th</sup> payroll.

### **NOTE:**

Completed Personnel actions received after the 5<sup>th</sup> or 20<sup>th</sup> of the month will be processed on the following specified pay period.

Human Resources