UAF 2019 Personnel / Payroll Submission Schedule with Procedures

Procedure: Paperwork for personnel action *changes* will not be accepted more than 6 weeks prior to the date of the Personnel [action] Date to prevent and alleviate heavy administration 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 & 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. **Paperwork with errors or that is incomplete, will not be considered as having been submitted.**	
From (After 1:00 PM)	**To (Prior to 1:00 PM)**	**Data Entry Done by**	**Expected Pay Date**		**Holidays and Alerts**
11/21/2018* Due to Holiday	12/7/2018	12/21/2018	1/4/2019	Greaing up for new semester contniues, holiday closures, heavy workloads. If data is not complete will delay pay until next pay cycle.	**Holiday Thanksgiving Nov 22-23**
12/7/2018	12/14/2018* Due to Hard Closure	1/4/2019	1/18/2019	Heavy workloads, gearing up for the new semester continues, preparartion for upcoming Winter Break. If data entry is not complete will delay pay until next pay cycle.	
12/14/2018* Due to Hard Closure	1/4/2019	1/18/2019	2/1/2019	Spring Semester Begins, soft/hard closure makes for heavy workloads. If data entry is not complete will delay pay until next pay cycle.	**Holiday and Hard Closure Dec 24-Jan 1**
1/4/2019	1/18/2019	2/1/2019	2/15/2019	Spring Semester Begins, soft/hard closure makes for heavy workloads. If data entry is not complete will delay pay until next pay cycle.	**Soft Closure Jan 2-4**
1/18/2019	2/1/2019	2/15/2019	3/1/2019	Inceased workloads due to catch-up for Spring Semester	
2/1/2019	2/15/2019	3/1/2019	3/15/2019	Normal data entry workloads should have no delays	
2/15/2019	3/1/2019	3/15/2019	3/29/2019	Normal data entry workloads should have no delays	
3/1/2019	3/14/2019* Due to Holiday	3/29/2019	4/12/2019	Normal data entry workloads should have no delays	
3/14/2019* Due to Holiday	3/29/2019	4/12/2019	4/26/2019	Normal data entry workloads should have no delays	
3/29/2019	4/12/2019	4/26/2019	5/10/2019	Normal data entry workloads should have no delays	
4/12/2019	4/26/2019	5/10/2019	5/24/2019	Normal data entry workloads should have no delays	
4/26/2019	5/10/2019	5/24/2019	6/7/2019	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.	
5/10/2019	5/24/2019	6/7/2019	6/21/2019	Height of heavy workloads due to contract extensions and summer starts, if data entry is not complete will delay pay until next pay cycle.	
5/24/2019	6/7/2019	6/21/2019	7/5/2019	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 27**
6/7/2019	6/21/2019	7/5/2019	7/19/2019	Prep for Fiscal Year End & Fiscal Year Begin, heavy workloads continue, if data entry is not complete will delay pay until next pay cycle.	
6/21/2019	7/3/2019* Due to Holiday	7/19/2019	8/2/2019	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**

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From (After 1:00 PM)	To (Prior to 1:00 PM)	Data Entry Done by	Expected Pay Date	Holidays and Alerts	
7/3/2019* Due to Holiday	7/19/2019	8/2/2019	8/16/2019	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.	
7/19/2019	8/2/2019	8/16/2019	8/30/2019	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.	
8/2/2019	8/16/2019	8/30/2019	9/13/2019	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.	
8/16/2019	8/30/2019	9/13/2019	9/27/2019	This is a heavy processing time as Academic Year Begin continues. If data entry is not complete will delay pay until next pay cycle.	
8/30/2019	9/13/2019	9/27/2019	10/11/2019	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 Labor Day Sept 2**
9/13/2019	9/27/2019	10/11/2019	10/25/2019	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.	
9/27/2019	10/11/2019	10/25/2019	11/8/2019	Normal data entry workloads should have no delays	
10/11/2019	10/25/2019	11/8/2019	11/22/2019	Normal data entry workloads should have no delays	
10/25/2019	11/8/2019	11/22/2019	12/6/2019	Normal data entry workloads should have no delays	
11/8/2019	11/22/2019	12/6/2019	12/20/2019	Gearing up for new semester plus holiday closure, if data entry is not complete will delay pay until next pay cycle.	**Holiday Thanksgiving Nov 28-29**
11/22/2019	12/6/2019	12/20/2019	1/3/2020	Gearing up for new semester continues, holiday closures, heavy workloads. If data entry is not complete will delay pay until next pay cycle.	
12/6/2019	12/13/2019* Due to Hard Closure	1/3/2020	1/17/2020	Heavy workloads, gearing up for the new semester continues, prepararion for upcoming Winter Break. If data entry is not complete will delay pay until next pay cycle.	
12/13/2019* Due to Hard Closure	1/3/2020	1/17/2020	1/31/2020	Spring Semester Begins, soft/hard closure makes for heavy workloads. If data entry is not complete will delay pay until next pay cycle.	**Holiday and Hard Closure Dec 24-Jan 1**

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

Blue font indicates heavy workloads in the UAF Human Resources Office
Yellow 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 and are completed and fixed if found.
The Pink Highlighted area is the end of the fiscal year, also a heavy workload time

Last Revised 01/25/2019 TLP