



## HR/Payroll Deadlines

With the implementation of Workday and our last payroll in PeopleSoft quickly approaching, we wanted to share some important HR and Payroll deadlines so you can plan accordingly. The last payroll in PeopleSoft will be PPE 06/23/2022.

### Job Postings\*

Activity	Deadline
Last Day to submit faculty job cards for posting in PageUp for a maximum of four weeks	05/31/2022
Last day for non-faculty postings in PageUp for maximum of two weeks	06/17/2022
First Date to post jobs in Workday	07/08/2022

\*All postings must be closed by June 30<sup>th</sup>. Departments can continue to finish their recruitments in PageUp.

### ePAF Deadlines for PPE 06/23/2022\*

Action/Type	Deadline
Salary Supplements (all employee classifications)	05/24/2022
Home Department Changes, Liability Changes, Reports to, Location Changes	05/31/2022
SPI (merit, market, and additional duties) and reclassification requests	05/31/2022
All other HR ePAF actions not listed above, including supplemental summer change notification forms for faculty.	06/09/2022
Salary Cost Transfer eforms	06/17/2022
ePAF Channel Pauses at Noon	06/20/2022
Funding Distribution Change efoms	06/22/2022

\*Do not submit any ePAF effective 06/24/2022 or after as those actions will need to be processed in Workday after we go live. ePAFs submitted effective 06/24/2022 or after will be recycled back to be withdrawn.

### Payroll Deadlines for PPE 06/23/2022\*

Activity	Deadline
Off-Cycle Payroll Requests by 3pm	06/17/2022
Retro Pay Request by 10am	06/20/2022
Payroll Windows closes at 2pm	06/22/2022

\*Refer to the June Payroll Calendar for additional details.