

Fall semester 2015 Appointment Reminders

Key Dates

- **AY** Summer semester ends 8/14/15 (last available date to work).
- **AY** New Hire/Rehire date for Fall semester is 8/17/15.
- **AY** New Hire/Rehire – Employee eligible to be paid for half- month in August; action date must be 8/17/15.
- **FY** New Hire/Rehire will be paid according to their contract/offer letter start date.

PA Actions

<u>IF</u>	<u>PA Effective Date</u>
<u>AY Summer Separation</u> – 8/14/15 is last available day to work during the summer	Separation of 8/15/15 is last possible date
<u>AY New Hire/Rehire</u> – beginning first day of Fall semester	8/17/15
<u>Transfer</u> – to AY position effective first day of Fall semester	8/17/15
<u>AY Change in Pay</u> - effective first day of Fall semester	8/17/15
<u>AY Position Reclassifications</u> – effective first day of Fall semester	8/17/15

Note: When the above conditions do not apply, the effective date on the PA form for separations and end additional appointments is the date following the last day in pay status (i.e. if last day worked is Friday, then Saturday is the effective date on the PA form).