

Spring semester 2015 AY/FY Appointment Reminders

Key Dates

- **AY** Fall semester ends 1/4/15; employee eligible to be paid through 12/31/14 for pay purposes.
- **AY** New Hire date for Spring semester is 1/5/15 (coincides with AY contract start date of 1/5/15)
- **AY** New Hire/Rehire – Employee eligible to be paid for full month in January; action date should be 1/1/15 for pay purposes.
- **FY** New Hire (faculty, post-doc, grads, A/P, M/P, etc.) starting in January will be paid according to the actual start date of the appointment. (exception for University holidays – see Note below).
 - **Note:** New regular monthly paid employees starting to work following the official holiday will receive holiday pay **ONLY IF** the holiday falls on the first normal workday of a pay period. Reference [University Holiday Pay Procedures](#).
 - 2015 University holidays for New Year's Day are 1/1/15 and 1/2/15; if the first working day in January is 1/5/14, then effective date of PA and contract for **FY employees** should be 1/1/15.

PA Actions

<u>IF</u>	<u>PA Effective Date</u>
<u>AY separation</u> - December (grads, LTL's and other <u>non-benefit</u> eligible employees) (True Term Date on 41 = 1/5/15)	Use 1/1/15
<u>AY separation</u> – all other AY appointments with benefits including those with contract ending date 1/4/15 (Faculty, Visiting, Post-Doc's, Retirees) (Payroll will zero out pay from 1/1-1/4/15 and notify Staff Benefits for benefit charges)	Use 1/5/15
<u>AY New Hire/Rehire</u> – appointments with benefits starting 1/5/15 (All Dates on 41 = 1/5/15)	Use 1/1/15
<u>AY Grads, LTL's, etc. Hire/Rehire</u> – appointments w/o benefits starting 1/5/15 (All Dates on 41 = 1/5/15)	Use 1/1/15
<u>Transfer</u> - effective Spring semester (Change dates in 41 if applicable) FY to AY OR AY to FY OR AY to AY	Use 1/1/15
<u>Change in Pay</u> - effective Spring semester	Use 1/1/15
<u>FY separation</u> - retirement, resignation, etc. effective 12/31/14 (not eligible to be paid for 1/1-1/2/15 unless employee works on 1/5/15)	Use 1/1/15

*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).