

2023 Monthly Personnel Transaction Deadlines

Month	External Deadline by 5:00 p.m.
January	10th
February	10th
March	10th
April	10th
May	10th
June	10th
July	10th
August	10th
September	10th
October	10th
*November	3rd
*December	1st

*Payroll processes early in the month due to the holiday/campus closure.

*Exceptions will be made for employee separations.

External Deadline: Deadline for supervisors/ managers to submit any personnel / position changes that need to be processed for current payroll month. **Internal Deadline:** Deadline for HR staff to complete their processes/ approvals on submitted personnel / position changes for processing in the current payroll month and submit to HR Services.