

**TEXAS TECH
PERSONNEL ACTION FORM DEADLINES**

FUNDING CHANGES

Due in the Human Resources Office no later than the first working day of the month in which the change is effective.

LEAVE WITHOUT PAY

Due in the Human Resources Office no later than two working days after the leave without pay commences.

SEPARATIONS FROM TECH

Due in the Human Resources Office no later than two working days after the notice is given. NOTE: Call the Payroll Department IMMEDIATELY if an employee appears on a payroll certification and is not entitled to a full month's pay.

BUDGET REVISIONS

ALL FUNDING ISSUES MUST BE RESOLVED prior to making the commitment to the employee. Failure to do this will delay the paperwork and the payment to the employee. If a personnel action requires a budget revision, the budget revision is due in the Budget Department at least three working days prior to the applicable personnel deadline.

HOURLY PERSONNEL ACTION

Due in the Human Resources Office three working days prior to the submission of the time worked. Refer to the hourly payroll schedule for the pay periods and the due dates for submitting the time worked for payment.

MONTHLY PERSONNEL ACTION - DATE DUE IN HUMAN RESOURCES (WITH ALL REQUIRED APPROVALS)

TYPE OF ACTION		
	New Appointments Reappointments Reclassifications Promotions Return from Leave	Additional Compensation Special Augmentation New Appointment (effective after date in the prior column) Return from Leave (effective after date in the prior column)
MONTH EFFECTIVE	ABOVE ACTIONS DUE	ABOVE ACTIONS DUE
January February March April May June July August September October November December	Last working day before TTU Christmas holiday Last working day of January Last working day of February Last working day of March Last working day of April Last working day of May Last working day of June 3 rd working day before end of July Last working day of August Last working day of September 3 rd working day before end of October 3 rd working day before end of November	January 10 February 10 March 10 April 10 May 10 June 10 July 10 August 10 September 10 October 10 November 6 December 6 If the date falls on a weekend or holiday, the PAF is due the first working day thereafter.

NEW APPOINTMENTS, REAPPOINTMENTS, OR RETURN FROM LEAVE

Received in the Human Resources Office after the date in the second column will be paid on the first available payroll of the following month. This is contingent upon all funding issues having been resolved in advance.

RECLASSIFICATIONS OR PROMOTIONS

Received in the Human Resources Office after the date in the second column will normally be paid on the first available monthly or biweekly payroll of the following month.