

**TEXAS TECH UNIVERSITY
PERSONNEL ACTION FORM DEADLINES**

LEAVE WITHOUT PAY

Due in the Personnel Department no later than two working days after the leave without pay commences.

SEPARATIONS FROM TECH

Due in the Personnel Department no later than two working days after 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 Personnel Department three working days prior to the submission of the time worked. Refer to the hourly payroll schedule <http://www.depts.ttu.edu/payroll/payschedulecomplete.aspx> for the pay periods and the due dates for submitting the time worked for payment.

**MONTHLY PERSONNEL ACTION-DATE DUE IN PERSONNEL
(WITH ALL REQUIRED APPROVALS AND ATTACHMENTS)**

TYPE OF ACTION		
	New Appointments Reappointments Reclassifications Promotions Return from Leave	Additional Compensation Special Augmentation New Appointments (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 8 February 8 March 8 April 8 May 8 June 8 July 8 August 8 September 8 October 8 November 4 December 4 If date falls on weekend or holiday, PAF is due first working day thereafter.

NEW APPOINTMENTS OR RETURN FROM LEAVE

Received in the Personnel Department 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 Personnel Department after the date in the second column will be paid on the first available payroll of the following month.