Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **January 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **December XX, 2015**.

**DECEMBER 2015**

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **December 30, 2015**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **January 11, 2016** for the January 13 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **January 11, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **December 31 – January 12, 2016**for the January 13 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **January 14 - 20, 2016**for the January 21 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **January 20, 2016**  
   for the January 21 confirm.
6. **Note:** Please pay close attention to FSA/HSA enrollments for the new year to make sure employees are not losing their benefit.  Enrollments would have already been established for January 1st and had the first deduction taken on the 12B

**Final University Staff Payroll**

* Pay Period: **December 27 - 31, 2015 (5 days)**
* Final Pay Date: **January 21, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **January 1 - 31, 2016**
* Pay Date: **February 1, 2016**

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**JANUARY 2016**

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**FEBRUARY**

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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **February 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **January XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **January 29, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **February 9, 2016** for the February 11 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **February 9, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **January 29 – February 10, 2016**for the February 11 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **February 12 - 17, 2016**for the February 18 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **February 17, 2016**  
   for the February 18 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **January 24 - 31, 2016 (8 days)**
* Final Pay Date: **February 18, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **February 1 - 29, 2016**
* Pay Date: **March 1, 2016**

**JANUARY 2016**

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**FEBRUARY**

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**MARCH**

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| 27 | 28 | 29 | 30 | 31 |  |  |
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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **March 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **February XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **February 29, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **March 8, 2016** for the March 10 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **March 8, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **February 26 – March 9, 2016**for the March 10 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **March 11 - 27, 2016**for the March 28 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **March 27, 2016**  
   for the March 28 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **February 21 - 29, 2016 (9 days)**
* Final Pay Date: **March 17, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **March 1 - 31, 2016**
* Pay Date: **March 1, 2016**

**FEBRUARY 2016**

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**MARCH**

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**APRIL**

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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **April 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **March XX, 2016**.

**MARCH 2016**

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **March 31, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **April 5, 2016** for the April 7 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **April 5, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **March 24 – April 6, 2016**for the April 7 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **April 8-April 13, 2016**for the April 14 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **April 13, 2016**  
   for the April 14 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **March 20-31, 2016 (12 days)**
* Final Pay Date: **April 14, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **April 1-30, 2016**
* Pay Date: **April 29, 2016**

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | **31** |  |  |
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**APRIL**

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | **29** | 30 |
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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **May 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **April XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **April 29, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. The MSC Event needs to be processed and enrollment   
   changes made on or before **May 3, 2016**.
2. General deductions need to be established on the first   
   monthly payroll between **May 5- May 23, 2016**for the May 24 confirm.
3. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **May 23, 2016**  
   for the May 24 confirm.

**Final University Staff Payroll**

* Final Pay Period: **April 17-30, 2016 (14 days)**
* Final Pay Date: **May 12, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **May 1-31, 2016**
* Pay Date: **June 1, 2016**

**APRIL 2016**

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | **29** | 30 |
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**MAY**

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**JUNE**

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **June 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **May XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **May 31, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **June 14, 2016** for the June 16 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **June 14, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **June 3-June 15, 2016**for the June 16 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **June 17- June 20, 2016**for the June 21 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **June 20, 2016**  
   for the June 21 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **May 29-31, 2016 (3 days)**
* Final Pay Date: **June 23, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **June 1-30, 2016**
* Pay Date: **June 30, 2016**

**MAY 2016**

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**JUNE**

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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **July 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **June XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **June 30, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **July 12, 2016** for the July 14 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **July 12, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **June 30-July 13, 2016**for the July 14 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **July 15- July 20, 2016**for the July 21 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **July 20, 2016**  
   for the July 21 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **June 26-30, 2016 (5 days)**
* Final Pay Date: **July 21, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **July 1-31, 2016**
* Pay Date: **August 1, 2016**

**JUNE 2016**

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**JULY**

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**AUGUST**

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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **August 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **July XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **July 31, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **August 9, 2016** for the August 11 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **August 9, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **July 31-August 10, 2016**for the August 11 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **August 12 – August 17, 2016**for the August 18 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **August 17, 2016**  
   for the August 18 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **July 23-31, 2016 (9 days)**
* Final Pay Date: **August 18, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **August 1-31, 2016**
* Pay Date: **September 1, 2016**

**JULY 2016**

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**AUGUST**

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**SEPTEMBER**

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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **September 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **August XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **August 31, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **September 6, 2016** for the September 8 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **September 6, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **August 31- September 7, 2016**for the September 8 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **September 9 – September 14, 2016**for the September 15 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **September 14, 2016**  
   for the September 15 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **August 21-31, 2016 (11 days)**
* Final Pay Date: **September 15, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **September 1-30, 2016**
* Pay Date: **September 30, 2016**

**AUGUST 2016**

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | **31** |  |  |  |
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**SEPTEMBER**

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| 11 | 12 | 13 | **14** | **15** | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | **30** |  |
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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **October 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **September XX, 2016**.

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **September 30, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **October 4, 2016** for the October 6 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **October 4, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **September 30- October 5, 2016**for the October 6 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **October 20 – October 24, 2016**for the October 25 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **October 24, 2016**  
   for the October 25 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **September 18-30, 2016 (13 days)**
* Final Pay Date: **October 13, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **October 1- 31, 2016**
* Pay Date: **November 1, 2016**

**SEPTEMBER 2016**

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| 4 | 5 | 6 | 7 | 8 | **9** | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | **30** |  |
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**OCTOBER**

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| 9 | 10 | 11 | 12 | **13** | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | **24** | 25 | 26 | 27 | 28 | 29 |
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**NOVEMBER**

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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |  |  |  |
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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **November 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **October XX, 2016**.

**OCTOBER 2016**

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **October 31, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **November 14, 2016** for the November 16 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **November 14, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **November 4- November 15, 2016**for the November 16 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **November 17 – November 21, 2016**for the November 22 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **November 21, 2016**  
   for the November 22 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **October 30-31, 2016 (2 days)**
* Final Pay Date: **November 23, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **November 1-30, 2016**
* Pay Date: **December 1, 2016**

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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | **31** |  |  |  |  |  |

**NOVEMBER**

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| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | **14** | **15** | 16 | 17 | 18 | 19 |
| 20 | **21** | 22 | **23** | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |  |  |  |
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**DECEMBER**

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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for HRS Administration

Important Dates for HRS Processing  
for a voluntary movement effective date of **December 1, 2016**

**Notification Deadline**

Employee must notify [insert local office here]   
on or before **November XX, 2016**.

**NOVEMBER 2016**

**HRS Job Data Entry Deadline**

Job Data, Position Change must be entered   
on or before **November 30, 2016**.

**Benefit & General Deduction Removal/Reestablishment Deadlines**

Benefit deductions (such as health insurance) and General deductions (such   
as parking) need be removed from the biweekly payroll process with the last   
University Staff paycheck. Benefit and General deductions will be restarted   
in the monthly payroll process with the first monthly paycheck.

1. Benefit deductions need to be removed from the last   
   biweekly payroll, via WiscIT to the Service Center or   
   via Benefit Payline if the institution has access,   
   on or before **December 13, 2016** for the December 15 confirm.
2. The MSC Event needs to be processed and enrollment   
   changes made on or before **December 13, 2016**.
3. General deductions need to be removed from the last   
   biweekly payroll between **December 2- December 14, 2016**for the December 15 confirm.
4. General deductions need to be reestablished on the first   
   monthly payroll between **December 16 – December 21, 2016**for the December 22 confirm.
5. Any benefit enrollment changes for the first monthly payroll   
   (such as TSA) need to be processed by **December 21, 2016**  
   for the December 22 confirm.

**Final University Staff Payroll**

* Prorated Pay Period: **November 27-30, 2016 (4 days)**
* Final Pay Date: **December 22, 2016**

**First FA/AS/LI Payroll**

* Pay Period: **December 1-31, 2016**
* Pay Date: **January 3, 2017**

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | **30** |  |  |  |
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**DECEMBER 2016**

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| 11 | 12 | **13** | **14** | 15 | 16 | 17 |
| 18 | 19 | **20** | **21** | **22** | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**JANUARY 2017**

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