Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for Employees

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

**Notification Deadline**

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

**JULY 2016**

**Final University Staff Payroll**

* Next to last Pay Date: August 4, 2016
* Prorated Final Pay Period: **July 24-31,2016 (8 days)**
* Final Pay Date: **August 18, 2016**

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

**First FA/AS/LI Payroll**

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

Benefit and General deductions will be started in the monthly payroll process with the first monthly paycheck.

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| **S** | **M** | **T** | **W** | **T** | **F** | **S** |
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| 3 | 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** |  |  |  |  |  |  |

**AUGUST**

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| **S** | **M** | **T** | **W** | **T** | **F** | **S** |
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| 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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**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 |  |
|  |  |  |  |  |  |  |

Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for Employees

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

**Notification Deadline**

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

**AUGUST 2016**

**Final University Staff Payroll**

* Next to last Pay Date: September 1, 2016
* Prorated Final Pay Period: **August 21-31,2016 (11 days)**
* Final Pay Date: **September 15, 2016**

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

**First FA/AS/LI Payroll**

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

Benefit and General deductions will be started in the monthly payroll process with the first monthly paycheck.

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| 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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**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 Employees

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

**Notification Deadline**

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

**SEPTEMBER 2016**

**Final University Staff Payroll**

* Next to last Pay Date: September 29, 2016
* Prorated Final Pay Period: **September 18-30,2016 (13 days)**
* Final Pay Date: **October 13, 2016**

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

**First FA/AS/LI Payroll**

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

Benefit and General deductions will be started in the monthly payroll process with the first monthly paycheck.

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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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| 2 | 3 | 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 |
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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 | 29 | 30 |  |  |

Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for Employees

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

**Notification Deadline**

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

**OCTOBER 2016**

**Final University Staff Payroll**

* Next to last Pay Date: November 10, 2016
* Prorated Final Pay Period: **October 30-31,2016 (2 days)**
* Final Pay Date: **November 23, 2016**

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

**First FA/AS/LI Payroll**

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

Benefit and General deductions will be started in the monthly payroll process with the first monthly paycheck.

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| 2 | 3 | 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** |  |  |  |  |  |

**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 |
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**DECEMBER**

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

Movement from University Staff to

Academic Staff or Limited Appointments

Important Dates for Employees

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

**Notification Deadline**

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

**NOVEMBER 2016**

**Final University Staff Payroll**

* Next to last Pay Date: December 8, 2016
* Prorated Final Pay Period: **November 27-30, 2016 (4 days)**
* Final Pay Date: **December 22, 2016**

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

**First FA/AS/LI Payroll**

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

Benefit and General deductions will be started in the monthly payroll process with the first monthly paycheck.

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| **S** | **M** | **T** | **W** | **T** | **F** | **S** |
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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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**JANUARY 2017**

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| **S** | **M** | **T** | **W** | **T** | **F** | **S** |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |