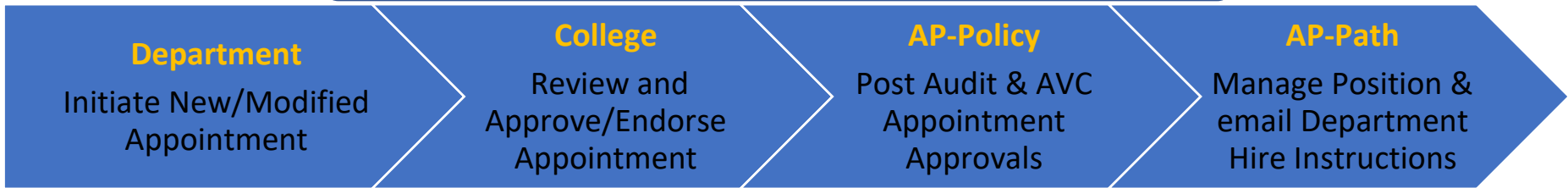


Non-Senate Academic Appointment Approvals



Quarter Deadlines

	Fall		Winter		Spring	
Pay Basis	9/12	9/9	9/12	9/9	9/12	9/9
Effective Date	July 1st	October 1st	November 1st	January 1st	March 1st	April 1st
Paycheck Date*	August 1st	November 1st	December 1st	February 1st	April 1st	May 1st
Payroll Deadline*	July 21st	October 21st	November 21st	December 21st	March 21st	April 21st
Due to AP-Path	July 14th	October 14th	November 14th	December 14th	March 14th	April 14th
Due to AP-Policy	July 1st	October 1st	November 1st	December 1st	March 1st	April 1st
Due to College	Recommend 2-4 weeks prior to "Due to AP-Policy" date					

**Payroll Deadlines and Paycheck Dates are approximate – please review the UCPC Payroll Production Processing Schedule for accurate dates relevant to each year.*

Additional Considerations

- Processing deadlines above are a general framework – note that “Due to” dates are impacted by volume and competing actions/processes (e.g. contract implementations, merit & promotions, system-wide projects, etc.) that vary based on the time of year.
- Once a signed and approved appointment memo is finalized via Docu-Sign, it can take 3-6 weeks before departments receive email instructions to initiate a Hire, or before appointment changes will appear in UCPath.
- Actions with **current effective dates** will be prioritized to meet current payroll deadlines whenever possible; **future effective dated actions** may not be processed until closer to the dates where payroll impacts are incurred.
- Retroactive Actions:
 - Retro Pay Changes will be picked up by the Retro-Module, and paid out automatically on the following on-cycle check.
 - Retro FTE Changes require departments to initiate a request via BFS ServiceNow for any corrective pay action (missed- or over-pay)