Human Resources Guideline for Timely Processing of Personnel Actions

Purpose

It is the intention of the Human Resources Department to ensure that all employment terms, conditions, and actions are carried out in accordance with federal, state, and university regulations and policies, as applicable. To the greatest extent possible, all personnel actions should be implemented on the first day of a new payroll period. This includes promotions, FTE changes, pay increases, labor distribution changes, etc. The proactive planning of personnel appointments minimizes the workflow burden placed on processing units and reduces liability and risk to both the employee and university’s insurance coverage and tax rates.

Definitions

Personnel Actions: Personnel actions is the term to describe any and all changes to an employee’s employment. Examples of personnel actions may include special pay increases, changes to appointment length or FTE, promotions, secondary job appointments, overloads, temporary or interim appointments, lateral transfers, stipends, etc.

Effective Date: The effective date of a personnel action determines the pay period the action will take effect.

Retroactive Date: Upon written justification submitted by the Dean or Department head to the President/Vice President, personnel actions may be approved for a retroactive date.

Procedures

1. All personnel actions should be approved and submitted for processing at least two weeks in advance of the effective date. Submissions which arrive in Human Resources after the payroll deadline may result in a change in the effective date equal to the start of the next pay period.

2. When preparing Employee Change Forms, Appointment Forms, or Electronic Personnel Action Forms (EPAF’s) to implement personnel actions, please keep in mind that the effective date should be set far enough in advance to allow time to obtain Department/Dean, Human Resources, Budget/Funding, and President/Vice President approval; as applicable, prior to the proposed effective date.

3. Personnel Actions should be communicated to employees only with approval from Human Resources. This includes notification to the employee that a request was or will be submitted. Once it has been approved, the department will receive notification from HR and then should communicate the change, including the effective date, to the employee.

4. Employees, including new hires, may not begin working proposed assignments until the personnel action has been properly submitted, fully approved, and fully processed by the Human Resources Department.
5. Retroactive personnel actions are discouraged, as they may cause budgetary, tax and/or benefits coverage ramifications. Generally speaking, retroactive personnel actions should not cross neither fiscal nor calendar years, whenever possible. Occasionally, circumstances may warrant a retroactive personnel action. In these cases, a Dean or Department head may wish to request a retroactive personnel actions by submitting a completed Retroactive Personnel Action Justification Form to the appropriate President/Vice President for approval. Retroactive personnel actions will be reviewed on a case-by-case basis.