



August 6, 2024

Workday deadline

Faculty personnel actions for **August 2024** must be submitted in Workday no later than **Monday, August 19th** by the close of business.

The Dean of the Faculty's office requires sufficient time to review and approve all submissions in Workday.

New/Reappointment Deadlines

September appointments - If you have an approved appointment or reappointment effective September 2024, please submit that no later than **Friday, August 16th**.

Appointments requiring a J-1 Visa should have already been submitted for September and October. Please include all required Visa documents in the FAF.

THIS MONTH'S TIPS:

- In order to have a Brown ID, new faculty must first provide their core data consisting of their Legal name, Date of Birth, Legal Sex (for federal reporting) as directed on the Welcome to Brown email. The Brown ID then triggers the Welcome to Brown email from HR.
- Core data can be provided by calling 401-863-7727
- Please let your incoming faculty candidates know that their paycheck will be issued at the end of each month. If there are any additional salary supplements to be issued they are also paid at the end of the month.
- If you are updating an end date for an existing appointment, please use the "Other" faculty action type and write Extension.
- If your faculty member receives a medical subsidy, please, email faculty-personnel@brown.edu once your new faculty member has selected their insurance plan.