



July 9, 2024

## Workday deadline

Faculty personnel actions for **July 2024** must be submitted in Workday no later than **Thursday, July 18th** 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

**August** appointments - If you have an approved appointment or reappointment effective August 2024, please submit that no later than **Wednesday, July 17th**.

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

## NEW STAFF MEMBER

Please join us in welcoming Tim McCrohan as a Faculty Appointment Specialist in the Office of the Dean of the Faculty on July 1.

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## THIS MONTH'S TIPS:

- When one-time salary supplements or allowances are listed in appointment letters, these payments are issued with the corresponding month's payroll. When the appointment starts July 1, 2024, the pay supplement will be issued at the end of July.
- Salary to be Paid - If your appointment request is less than 12 months, please be sure to indicate the salary to be paid over the appointment duration. For example, if the appointment is for 10 months, and the salary is \$58,000, please note if the salary to be paid is \$58,000 or if it is two months less, which would be \$48,333.33 (this might save us time reaching out to departments to confirm this).
- If an appointment letter lists Year two salary - a FAF does not need to be submitted for a salary change when it is noted in the initial appointment letter.
- When requesting a salary change - please, use the effective date for salary changes, not the appointment start date, on the FAF where it says "Appointment Start Date:"