



June 5, 2024

## Workday deadline

Faculty personnel actions for **June 2024** must be submitted in Workday no later than **Monday, June 17th** 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

- **July** appointments - If you have an approved appointment or reappointment effective July 2024, please submit that no later than **Monday, June 10th**.

Please notify Faculty Personnel, if a candidate on a visa is **NOT** coming to Brown as scheduled

## THIS MONTH'S TIPS:

- Please reconcile term faculty monthly payroll actuals to make sure the payroll commitments are accurate and double-check costing.
- Please be sure your Chair has approved your Faculty Action Form (FAF) request.
- If there is a salary change, please, put the date of the change and not the original appointment date.

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

Please ensure you list a **PRG code** or reflect **No PRG code** when listing worktags for compensation or other allowances.

Faculty Search Reimbursements will be entered in the coming weeks. You will be notified when your department's reimbursement has been processed.