

MONTHLY AND ACADEMIC PAID FROM PAYROLL AUTHORIZATION

Personnel documents for Monthly and Academic pay types should be at the “**Budget Office**” level in the WebDFS BA/Personnel system by the dates listed below. This will allow the University Budget Office to analyze, resolve any problems and update documents in a timely manner allowing timely and accurate payroll processing. **Documents not at the “Budget Office” level on the correct date may cause missed payments or incorrect payments to be made from the authorization.**

MONTHLY PERSONNEL DOCUMENTS

<u>BUDGET OFFICE LEVEL</u>	<u>RUN DATE</u>
07/07/2016	07/22/2016
08/12/2016	08/24/2016
09/16/2016	09/26/2016
10/14/2016	10/26/2016
11/11/2016	11/21/2016
12/08/2016	12/19/2016
01/13/2017	01/25/2017
02/15/2017	02/22/2017
03/17/2017	03/27/2017
04/14/2017	04/24/2017
05/12/2017	05/24/2017
06/08/2017	06/26/2017

ACADEMIC PERSONNEL DOCUMENTS

<u>BUDGET OFFICE LEVEL</u>	<u>RUN DATE</u>
08/05/2016	08/19/2016
09/09/2016	09/23/2016
10/10/2016	10/21/2016
11/07/2016	11/17/2016
12/02/2016	12/12/2016
01/12/2017	01/19/2017
02/10/2017	02/17/2017
03/15/2017	03/23/2017
04/13/2017	04/20/2017
04/24/2017	05/01/2017