



FY-23 HR PAPERWORK DEADLINE CALENDAR - PRELIMINARY

SALARY EMPLOYEE PAY PERIOD		AAOU SSC DEADLINE	HOURLY EMPLOYEE PAY PERIOD		PAYROLL ID	PAYROLL CHECK DATE
06/19/22	07/02/22	06/07/22	06/05/22	06/18/22	2023-001	07/01/22
07/03/22	07/16/22	06/21/22	06/19/22	07/02/22	2023-002	07/15/22
07/17/22	07/30/22	07/05/22	07/03/22	07/16/22	2023-003	07/29/22
07/31/22	08/13/22	07/19/22	07/17/22	07/30/22	2023-004	08/12/22
08/14/22	08/27/22	08/02/22	07/31/22	08/13/22	2023-005	08/26/22
08/28/22	09/10/22	08/16/22	08/14/22	08/27/22	2023-006	09/09/22
09/11/22	09/24/22	08/30/22	08/28/22	09/10/22	2023-007	09/23/22

****New Hire/New Contracts/Contract Renewal/Emergency Extension Paperwork due to AAOU SSC on the appropriate deadline dates listed****

****Special Deadline Due to upcoming Holiday/Campus Closure***

New Hire Appointments can be scheduled on Wednesdays & Thursdays.

*Please note, new hires must attend their appointment and submit all required paperwork prior to the AAOU SSC deadline listed for the corresponding pay period based on start date, **please submit your New Hire RT ticket at least two-weeks before specified HR Paperwork Deadline in red above**, to allow time to contact new hire, schedule and hold appointment.*

****Remember: All New Hire start dates should be coordinated with the AAOU SSC before the informal verbal offer is made, and all New Hires should start at the beginning of the pay period****