

## **Fiscal Year-End Deadline**

### **RECRUITMENT SERVICES**

- New Hires, Re-Hires, Change Job Profile processes with a start date of June 10, 2024, through July 1, 2024, must be received in Workday by May 24, 2024.

For assistance, please contact [empl@fau.edu](mailto:empl@fau.edu).

### **WORKFORCE ADMIN & RECORDS CONTROL**

- The deadline to submit Add Job and Data-Extension business processes for year-end FY24 will be June 3, 2024.
- The deadline to submit Add Job and Data-Extension business processes effective July 1, 2024, through July 31, 2024, will be July 5, 2024.

For assistance, please contact [hres@fau.edu](mailto:hres@fau.edu).

### **CLASSIFICATION & COMPENSATION**

- June 30<sup>th</sup> is the last pay date in the current fiscal year (FY23). Request Compensation Change or One-Time Payment with an effective date of June 22, 2024, and beyond will be paid in the next fiscal year (FY24) beginning with Pay Period 14.

For assistance, please contact [classncomp@fau.edu](mailto:classncomp@fau.edu).