

PAF, EPAF and New Hire/Rehire Forms

Dear Colleagues:

Submission deadlines for PAFs/EPAFs and New Hire/Rehire Forms are being adjusted due to the upcoming holiday schedule for Thanksgiving and Christmas 2017:

Semi-Monthly Payroll

| Pay Date | Submission Deadline |
|-------------------|----------------------------|
| December 22, 2017 | December 7, 2017 |
| January 10, 2018 | December 22, 2017 |

Bi-Weekly Payroll

| Pay Date | Submission Deadline |
|-------------------|----------------------------|
| December 01, 2017 | November 20, 2017 |
| December 29, 2017 | December 18, 2017 |

PAFs/EPAFs and new hire/rehire forms received after the submission deadlines will be processed on the next available pay date.

If you have any questions, please feel free to contact the Office of Human Resources at 937-229-2541.

****Please note**** The HR office is closed Friday, December 8th and Tuesday, December 19th from 12:45 pm to 3:15 pm. We are also closed from December 25th through January 1, 2018. The office will re-open on January 2nd at 8:30 a.m.

The secure HR Drop-Box, which is located on the 3rd floor of St. Mary's Hall across from room 304, is available between 7:00 a.m. and 6:00 p.m. Monday through Friday.