ARC DEADLINES CALENDAR – (January to April 2025)

NEW APPOINTMENTS – ACADEMICS
Includes 4 weeks for UCPath/Onboarding

AVC Authority	8 weeks prior to start date
EVC Authority	10-12 weeks prior to start date
Chancellor Authority	16 weeks prior to start date

NEW APPOINTMENTS - DOMESTIC SCHOLARS
5-7 weeks prior to start date

Effective date 1/1/2025	11/13/2024 - 11/27/2024
Effective date 2/1/2025	12/13/2024 - 12/23/2024
Effective date 3/1/2025	1/10/2025 - 1/24/2025
Effective date 4/1/2025	2/11/2025 - 2/25/2025

NEW APPOINTMENTS - INTERNATIONAL SCHOLARS
12-14 weeks prior to start date

Effective date 1/1/2025	9/25/2024 – 10/9/2024
Effective date 2/1/2025	10/25/2024 – 11/9/2024
Effective date 3/1/2025	11/23/2024 - 12/4/2024
Effective date 4/1/2025	12/24/2024 - 1/7/2025

ONBOARDING ACCEPTED OFFER DEADLINES
4 weeks prior to start date

Start dates between 01/01/2025 – 01/15/2025	December 4, 2024
Start dates between 01/16/2025 – 01/31/2025	December 18, 2024
Start dates between 02/01/2025 – 02/15/2025	January 17, 2025
Start dates between 02/16/2025 – 02/28/2025	January 20, 2025
Start dates between 03/01/2025 – 03/15/2025	February 3, 2025
Start dates between 03/16/2025 – 03/31/2025	February 17, 2025
Start dates between 04/01/2025 – 04/15/2025	March 4, 2025
Start dates between 04/15/2025 – 04/30/2025	March 18, 2025
Start dates between 05/01/2025 – 05/15/2025	April 3, 2025
Start dates between 05/16/2025 – 0/31/2025	April 18, 2025

RTAD
Allow at least **3-5 months** to process and approve.

LAYOFFS AND INVOLUNTARY REDUCTIONS IN TIME
Allow at least **3 months** in advance of effective date.

EFFORT AND SALARY CHANGES

Monthly Payday of 1/31/2025	1/8/2025
Monthly Payday of 2/28/2025	2/5/2025
Monthly Payday of 4/1/2025	3/10/2025
Monthly Payday of 5/1/2025	4/9/2025
Biweekly Payday of 1/2/2025	12/6/2024
Biweekly Payday of 1/15/2025	12/18/2024
Biweekly Payday of 1/29/2025	1/6/2025
Biweekly Payday of 2/12/2025	1/21/2025
Biweekly Payday of 2/26/2025	2/3/2025
Biweekly Payday of 3/12/2025	2/18/2025
Biweekly Payday of 3/26/2025	3/4/2025
Biweekly Payday of 4/9/2025	3/18/2025
Biweekly Payday of 4/23/2025	4/1/2025

Payday	Z PAYMENTS	FUND CHANGES
Monthly Payday of 1/31/2025	1/13/2025	1/16/2025
Monthly Payday of 2/28/2025	2/10/2025	2/13/2025
Monthly Payday of 4/1/2025	3/13/2025	3/18/2025
Monthly Payday of 5/1/2025	4/14/2025	4/17/2025
Biweekly Payday of 1/2/2025	12/11/2024	12/13/2024
Biweekly Payday of 1/15/2025	12/23/2024	12/30/2024
Biweekly Payday of 1/29/2025	1/9/2025	1/14/2025
Biweekly Payday of 2/12/2025	1/24/2025	1/29/2025
Biweekly Payday of 2/26/2025	2/6/2025	2/11/2025
Biweekly Payday of 3/12/2025	2/21/2025	2/26/2025
Biweekly Payday of 3/26/2025	3/7/2025	3/12/2025
Biweekly Payday of 4/9/2025	3/20/2025	3/25/2025
Biweekly Payday of 4/23/2025	4/4/2025	4/9/2025

TIMESHEETS FOR NON-EXEMPT ACADEMICS & SCHOLARS

Biweekly Payday of 1/2/2025	12/20/2024
Biweekly Payday of 1/15/2025	1/3/2025
Biweekly Payday of 1/29/2025	1/17/2025
Biweekly Payday of 2/12/2025	1/31/2025
Biweekly Payday of 2/26/2025	2/14/2025
Biweekly Payday of 3/12/2025	2/28/2025
Biweekly Payday of 3/26/2025	3/14/2025
Biweekly Payday of 4/9/2025	3/27/2025
Biweekly Payday of 4/23/2025	4/11/2025

SEPARATION FORM DEADLINES

Monthly Payday of 1/31/2025	1/3/2025
Monthly Payday of 2/28/2025	2/3/2025
Monthly Payday of 4/1/2025	3/5/2025
Monthly Payday of 5/1/2025	4/4/2025
Biweekly Payday of 1/2/2025	12/3/2024
Biweekly Payday of 1/15/2025	12/13/2024
Biweekly Payday of 1/29/2025	12/30/2024
Biweekly Payday of 2/12/2025	1/15/2025
Biweekly Payday of 2/26/2025	1/29/2025
Biweekly Payday of 3/12/2025	2/12/2025
Biweekly Payday of 3/26/2025	2/27/2025
Biweekly Payday of 4/9/2025	3/13/2025
Biweekly Payday of 4/23/2025	3/26/2025

MSP STAFF PHYSICIANS

New contracts (strongly recommend the 1st of the month start dates)	60 days before effective date
Contract Renewals and Revisions	30 days before effective date