# ARC Deadlines Calendar – (May to August 2024)

## New Appointments – Academics

- **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**

- **Effective date 7/1/2024**: 5-7 weeks prior to start date
- **Effective date 8/1/2024**: 12-14 weeks prior to start date
- **Effective date 9/1/2024**: 10-12 weeks prior to start date
- **Effective date 10/1/2024**: 8 weeks prior to start date
- **Effective date 11/1/2024**: 7/8/2024 – 8/9/2024

## Effort and Salary Changes

- **Monthly Payday of 5/1/2024**: 4/9/2024
- **Monthly Payday of 6/1/2024**: 5/9/2024
- **Monthly Payday of 7/1/2024**: 6/6/2024
- **Monthly Payday of 8/1/2024**: N/A
- **Biweekly Payday of 5/8/2024**: 4/16/2024
- **Biweekly Payday of 5/22/2024**: 4/30/2024
- **Biweekly Payday of 6/5/2024**: 5/13/2024
- **Biweekly Payday of 6/18/2024**: 5/28/2024
- **Biweekly Payday of 7/3/2024**: 6/10/2024
- **Biweekly Payday of 7/17/2024**: 6/24/2024
- **Biweekly Payday of 7/31/2024**: N/A
- **Biweekly Payday of 8/14/2024**: 7/23/2024
- **Biweekly Payday of 8/28/2024**: 8/6/2024

## Timesheets for Non-Exempt Academics & Scholars

<table>
<thead>
<tr>
<th>Payday</th>
<th>Z Payments</th>
<th>Fund Changes</th>
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<tbody>
<tr>
<td>Monthly Payday</td>
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<tr>
<td>Biweekly Payday</td>
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## Onboarding Deadlines

- **Start dates between 6/1/2024 – 6/15/2024**: May 1, 2024
- **Start dates between 6/16/2024 – 6/30/2024**: June 1, 2024
- **Start dates between 7/1/2024 – 7/15/2024**: June 15, 2024
- **Start dates between 7/16/2024 – 7/31/2024**: July 1, 2024
- **Start dates between 8/1/2024 – 8/15/2024**: July 15, 2024
- **Start dates between 8/16/2024 – 8/30/2024**: August 1, 2024
- **Start dates between 9/1/2024 – 9/15/2024**: August 15, 2024
- **Start dates between 9/16/2024 – 9/30/2024**: August 15, 2024

## Layoffs and Involuntary Reductions in Time

- Allow at least 3 months in advance of effective date.

## RTAD

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

## Separation Form Deadline

- **Monthly Payday of 5/31/2024**: 5/6/2024
- **Monthly Payday of 7/1/2024**: 6/3/2024
- **Monthly Payday of 8/1/2024**: N/A
- **Monthly Payday of 8/30/2024**: 8/5/2024

## MSP Staff Physicians

- New contracts (strongly recommend the 1st of the month start dates)
- Contract Renewals and Revisions