



Department of Human Resources
Division of Administrative Affairs
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Human Resources 2025 Fiscal Year-End Deadlines

Recruitment Services

Employment Effective Date:	Submission Deadline:	Pay Date:
Monday, June 9, 2025 – Friday, June 20, 2025	Friday, May 30, 2025	June 27, 2025
June 21, 2025 – Friday, July 04, 2025	Friday, June 06, 2025	July 11, 2025

Applies to the following business processes:

- New Employee Hire and Rehires
- Recruitment Services Change Jobs

For assistance from a Recruitment Services team member, please contact empl@fau.edu.

Workforce Administration & Records Control

Business Process Effective Date:	Submission Deadline:	Pay Date:
Saturday, May 24, 2025 - Friday, June 20, 2025	Friday, June 06, 2025	June 27, 2025
Saturday, June 21, 2025 - Friday, July 4, 2025	Friday, June 20, 2025*	July 11, 2025

Applies to the following business processes:

- Add Jobs
- Data Changes

*The submission deadlines take early payroll closing dates, university observed holidays, and other required approvals into consideration.

For assistance from a WARC team member, please contact hrres@fau.edu.

Classification and Compensation

Business Process Effective Date:	Submission Deadline:	Pay Date:
Saturday, May 24, 2025 - Friday, June 06, 2025	Thursday, May 22, 2025*	June 13, 2025
Saturday, June 7, 2025 - Friday, June 20, 2025	Monday, June 09, 2025	June 27, 2025
Saturday, June 21, 2025 - Tuesday, July 01, 2025	Friday, June 20, 2025*	July 11, 2025

Applies to the following business processes:

- Compensation Changes
- One-Time Payments
- Data Changes include job change details, reclassification, change of manager and workspace.

*The submission deadlines take early payroll closing dates, university observed holidays, and other required approvals into consideration.

For assistance from a Class and Comp team member, please contact classncomp@fau.edu.