

**The University of Chicago
Division of the Biological Sciences
Pritzker School of Medicine
Office of Academic Affairs**

TO: Academic Affairs Administrators

FROM: Paul V. Anderson, Director
Office of Academic Affairs

RE: Payroll deadlines

DATE: 9 November 2010

The Office of Academic Affairs was recently contacted by University Payroll Services and University Human Resources Services regarding the chronic lateness of Postdoctoral Researcher payroll forms from the BSD. We contacted the Office of the Provost, which processes payroll forms for members of the faculty and Other Academic Appointees (OAAs), and confirmed that they are similarly concerned about the lateness of payroll forms for these categories of academic appointees.

In light of these concerns, going forward we ask that departments faithfully observe BSD OAA payroll deadlines, which are determined in operational relation to University payroll deadlines.

The BSD OAA payroll deadlines can be found on our website and are updated each November: <http://oaa/OAAspayrolldeadlines.htm>. (The Office of the Provost payroll deadlines, which are identical to the University payroll deadlines, are included on this grid for informational purposes only.)

Beginning with the December 2010 payroll period, BSD OAA's published payroll deadlines must be faithfully observed. This means that any late payroll items received by our office cannot be processed until the payroll cycle begins for the subsequent month.

Please remember that any change to compensation or status of appointment requires a documented action recorded on a MAF (Multiple Action Form) or a PAF (Personnel Action Form).