

# ***END DATES***

## **For HRM Forms Processing**

### **Personnel Action End Date**

1. End dates associated with the type appointment

- Temporary appointment - less than 181 days
- Restricted appointment (classified) - 180 days or less
- Job appointment (classified ) - 3 years or less

2. End dates associated with the action - examples are:

- Leave without pay
- Temporary change in percent effort
- Sabbatical leave
- Detail to special duty, acting/interim head

3. End dates associated with the title

- Research Associates, Postdoctoral Researchers, Extension Associates
  - a. If a regular appointment and funding permits, initial end date is the end of the month following two years. Examples are:

<u>Appointment Date</u>	<u>End Date</u>
01/01/00	01/31/02
12/15/99	12/31/01
11/02/99	11/30/01

- b. If not a regular appointment and/or funding does not allow for the 2+ year appointment, end date is the latest funding allows.
- c. After the initial 2+ year period, appointments must be on an annual basis, use June 30 unless trying to match a different funds end date or if there is another reason to use a different date.
- d. Count any temporary appointment(s) without a break on the front end of an appointment for a total of 2 yr + to the end of the month. Example:

	<u>Appointment Date</u>	<u>End Date</u>
- Temp (180 days)	01/01/00	06/29/00
- Continued after advertisement	03/01/00	01/31/02

- Faculty - Tenure Track: The end date may be up to three years. The preferred end date is June 30 of the third year. Examples are:

<u>Appointment Date</u>	<u>End Date</u>
02/01/00	06/30/02
07/01/99	06/30/02

After the initial appointment, the next continuation should bring the total appointment to **five** years. For example, if the initial appointment was 02/01/00-06/30/02, the next continuation would be 07/01/02-01/31/05. After the initial five year period, future appointments are for one year at a time (e.g., 02/01/05-01/31/06 and 02/01/06-01/31/07).

- Tenured Faculty - are appointed indefinitely so there is no end date associated with this title.

An end date is used only if there is another reason, i.e., a gratis cross-charge, partial grant funding, etc.

- Instructors, Adjuncts, Assistant/Associate Professor-Research (or –Extension) - are appointed on an annual basis, use June 30 unless trying to match a different funds end date or if there is another reason to use a different date.
- Extension Agents (does not apply to Extension Associates)
  - a. The initial appointment is a one-year probational appointment to the end of the month equal to or immediately following one year.

<u>Appointment Date</u>	<u>End Date</u>
02/01/00	01/31/01
07/15/00	07/31/01

PER2 Remarks: Position anticipated to extend beyond two years. End date reflects one-year probationary period.

- b. After the first year, extension agents do not have an end date unless other factors involved in the appointment require one.
- Gratis cross-charges to other units - appointment is on an annual basis, use June 30 unless trying to match a different funds end date or if there is another reason to use a different date.
  - Classified regular appointments - no end date unless on grant funds.
4. End dates associated with a visa - the end date generally cannot be later than the date for which the employee has a valid visa.
  5. The personnel action end date should never make the appointment longer than the period for which the unit is willing to commit funds!

### **Funds End Date**

The fund end date is the date through which we are committing that funds are available. A fund end date is used for instructor, research associate and postdoctoral researcher positions, when the funding is otherwise temporary or when the position is funded by a grant.

1. If only a certain amount of funds are available, set the date accordingly.
2. If the position is a regular instructor, research associate or postdoctoral researcher position, funded by state or federal funds, use the June 30 date unless other factors above apply.
3. If the position is funded by a grant, use the grant end date unless other factors apply.
4. The funds end date can never be longer than the legal limits of the appointment.

**Can the Personnel Action End Date and the Funds End Date be different?  
Yes, under some circumstances, but most of the time they are the same.**