

Effective: November 1, 2021 (original)
August 25, 2022 (revised)

Responsible Executive: Associate Vice President, Human Resources

Applicability: This policy is applicable to all new hire and transfer Administrative & Professional (A&P), University Staff (US), and student positions (not to include those with graduate assistantships).

Review By: August 2024

I. POLICY STATEMENT

The policy on Employment Start Dates outlines the parameters for the standardization of employment start dates of new hire and transfer employees that are being hired for Administrative & Professional (A&P), University Staff (US), and Student positions (not to include those with graduate assistantships).

II. POLICY PRINCIPLES

The employment start date is the first date that work is performed. The standardization of employment start dates is important to establishing consistency and efficiency throughout the employment hiring process and maintaining compliance with federal regulations regarding work authorization and the Fair Labor Standards Act (FLSA).

When establishing an employment start date, hiring departments must do so with consideration to the following parameters:

- 1) All start dates occur no earlier than seven (7) days from the date of signed offer acceptance.
- 2) All start dates occur at the beginning of a work week or [pay period](#), dependent upon the applicable hiring category.

See the below chart for the start date options per hiring category.

Hiring Category	Start Date Options
New Hire – Biweekly New Hire – TES* to Biweekly New Hire – TES* to Monthly Student	The beginning of a work week
New Hire – Monthly	The beginning of a work week or the beginning of a monthly pay period
Transfer – Biweekly to Biweekly Transfer – Biweekly to Monthly	The beginning of a biweekly pay period following the conclusion of the agreed upon work notice

Transfer – Monthly to Biweekly	<i>Important: A break in service should not occur.</i>
Transfer – Monthly to Monthly	The beginning of a biweekly pay period or the beginning of a monthly pay period following the conclusion of the agreed upon work notice <i>Important: A break in service should not occur.</i>

**TES employees are considered external applicants and must follow established recruitment and selection procedures to be hired into a position. As a result, TES employees hired into regular positions are considered new hires and not transfers.*

**All start dates occur at the beginning of a work week or pay period, depending upon the applicable hiring category; however, when a university-recognized holiday falls on a Monday, the start date will be the following business day.*

Note: Consult with Employment Services to determine the appropriate start date for a semi-monthly transfer.

III. DEFINITIONS

Administrative & Professional (A&P) Employee – a regular, non-faculty employee whose position is designated as exempt under the FLSA and is paid on a monthly basis.

University Staff (US) Employee – a regular, non-faculty employee whose position is designated as non-exempt under the FLSA and is paid on a bi-weekly basis.

IV. EXCLUSIONS

Positions excluded from this policy are faculty, Temporary Employment Services (TES) employees, and students with graduate assistantships.