

To: Academic Finance and Personnel Leadership

From: Bridget Inzirillo
Interim AVP for Finance & Administration

Date: July 14, 2020

Re: Guidance on Smart HR Blackout Period in Preparation for 2020 AAUP & Law Faculty CBIs

As we prepare to process salary increases for AAUP and law faculty effective August 23, 2020, there will be a “blackout period” for staging or submitting **certain** Smart HR transactions in Core. We ask that departments follow the guidelines below to determine which transactions may continue during this period.

The blackout period will run from July 26, 2020 to August 26, 2020.

Important Payroll Deadlines

For Smart HR transactions that **are not restricted** during the blackout period, the deadline for Payroll to receive approved Smart HR transactions for the cycle that includes 8/23/20 is 8/8/20.

For transactions that **are restricted** during the blackout but are effective 8/23/20 (i.e. department head changes), the deadline for Payroll to receive approved Smart HR transactions is 8/28/20. Departments must enter and approve these transactions between 8/27/20 and 8/28/20 in order for Payroll to confirm pay changes for the 9/11/20 paycheck.

Restrictions by Category

Renewals/continuations and FTE changes

Departments may continue to submit end-date changes and FTE using the *data change template* for AAUP employees with an effective date **on or before** 8/23. Departments should **not stage or submit** transactions with an effective date **after** 8/23.

Changing pay or appointment term

Departments should **not stage or submit** any *pay change templates* during this time. Changes to salary or appointment term (which subsequently impact pay) should not be entered until **after** the blackout period.

Funding distribution change

Departments may continue to submit changes to funding distribution through the *funding change template* with an effective date **on or before** 8/23. Departments should **not stage or submit** transactions with an effective date **after** 8/23.

Department change

Departments may continue to submit changes to the department field using the *department change template* with current or future effective dates; however, if the change is effective during the blackout

period and the move in department is outside of the current school/college, Provost & HRIS must be notified.

Supervisor changes

Departments may continue to submit supervisor changes during this time.

Separations or move out of AAUP

Departments may continue to submit separations using the *separation template*. Please notify Provost & HRIS if effective date is on or before 8/23/20.

[Important Contacts](#)

Payroll – Jess Dempsey

HRIS – Jen Traynor, Amy Tse

Provost – Bridget Inzirillo, Rachel Wice