

**PERSONNEL ACTION PROCEDURES  
#360**

**1.0 PERSONNEL ACTION PROCESS.** Before hiring requests and other personnel actions can be implemented, Administrative Officers shall first submit the personnel action requests to the Personnel Office. After the Personnel Office reviews and confirms that the requests are supported and allowed in the departmental budget and certifies the personnel actions, the department may proceed to implement the actions. If a person is allowed to begin work without following the above procedure, that person shall not have the right to remain employed.

**2.0 PERSONNEL ACTION DEADLINE.** Personnel actions that are not completed and submitted to the Personnel Department before 5:00 p.m. the Thursday preceding the start of the pay period in which the actions are to be effective may not be processed until the following pay period.