

**Postdoctoral Office Deadline Dates for  
Postdoctoral Fellow/Trainee Actions  
Fiscal Year 2012**

(July 1, 2011 through June 30, 2012)

Actions requiring Dean's approval:

- ✓ *New Appointments & Transfers (within the University)*
- ✓ *Terminations for Cause*
- ✓ *Salary adjustments*
- ✓ *FTE/% time adjustments >25% or affecting benefits (move below or above 50%)*

<b>Paperwork to PDO Deadline Date</b> <small>(always a Monday unless otherwise indicated)</small>	<b>Approval for Earliest Effective Date</b>
June 13, 2011	July 1, 2011
June 27, 2011	July 15, 2011
July 18, 2011	August 1, 2011
August 1, 2011	August 15, 2011
August 15, 2011	September 1, 2011
August 29, 2011	September 15, 2011
September 12, 2011	October 1, 2011
September 26, 2011	October 15, 2011
October 17, 2011	November 1, 2011
October 31, 2011	November 15, 2011
November 14, 2011	December 1, 2011
November 28, 2011	December 15, 2011
December 12, 2011	January 1, 2012
January 3, 2012 (TUESDAY)	January 15, 2012
January 17, 2012 (TUESDAY)	February 1, 2012
January 30, 2012	February 15, 2012
February 13, 2012	March 1, 2012
February 27, 2012	March 15, 2012
March 19, 2012	April 1, 2012
April 2, 2012	April 15, 2012
April 16, 2012	May 1, 2012
April 30, 2012	May 15, 2012
May 21, 2012	June 1, 2012
June 4, 2012	June 15, 2012
June 18, 2012	July 1, 2012