



# Human Resources **Announcement**

For Employees, Managers, and Department Heads

## **Year-End Pay Dates & PTO Rollover for Staff Employees**

December 2022/January 2023

### **Year-End Pay Dates**

For non-exempt (including PAO and PAU) staff, the last pay date of 2022 is **Dec. 23, 2022**, for time worked between **Nov. 27, 2022 and Dec. 10, 2022**.

Exempt staff will receive pay for work during December 2022 on **Jan. 3, 2023**.

A reminder: For tax purposes, the last 2022 pay date for those paid monthly will be **Nov. 30**.

### **Use of Unused 2021 Holiday Hours Accruals**

Unused Holiday accruals from 2021 must be used by the end of the last pay period of 2022.

For non-exempt (including PAO and PAU) staff, Holiday time off earned in 2021 must be used by **Dec. 24, 2022**.

For exempt staff, Holiday time off earned in 2021 must be used by **Dec. 31, 2022**.

### **PTO Rollover for Exempt Staff and Non-Exempt Non-Union PAO and PAU Staff**

At the end of each calendar year, full-time (100% FTE) employees with unused PTO hours can allocate up to 136 of those hours to their PTO Sick Leave account. For part-time employees, this amount is prorated by their position's FTE. PTO Sick Leave can be used to cover absences for personal and family medical needs.

This information and full rollover instructions will be shared in IU publications as the rollover window approaches at the end of 2022.

*November 3, 2022*

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