



**Our Mission**

We affirm our goals to represent all Staff at Auburn University; promote better understanding, cooperation, and communication amount all constituent groups and to endorse the mission and goals of Auburn University.

**2024 Employee Holiday Schedule (Remaining)**

Thanksgiving Wed-Fri Nov 27-29, 2024  
 Christmas\* Wed Dec 25, 2024  
 New Year's Wed Jan 1, 2025

\* In addition to the above dates for Christmas Day and New Year's Day, we will close campus on Fri, Dec 20, 2024, at 4:45pm and reopen on Mon, Jan 6, 2025, at 7:45am

**Announcements & Reminders**

**Payroll Changes Update**

An implementation date of Dec. 1, 2024, was originally selected for our campuses -- the same date as when planned FLSA changes occur. This date was selected due to the alignment of the pay period start dates in advance of the required deadline for the FLSA conversions.

To give employees additional time to prepare for this transition, **the new implementation date will be June 1, 2025**. University Human Resources will continue providing thorough communication, employee education, and numerous resources to support employees and campus units. This information will be shared on our project website.

**IMPORTANT:** Employees affected by the upcoming changes in the FLSA minimum salary threshold will still have their positions redesignated from exempt to nonexempt and will convert to biweekly pay effective Dec. 1, 2024.

Inquiries regarding the payroll transition can be directed to [mn2bw@auburn.edu](mailto:mn2bw@auburn.edu).

AU and AUM Employees,

Please be aware that there are limits to the amount of annual leave that can be carried forward from one calendar year to the next. Any annual leave over the carryover limit will be forfeited on Jan. 1, 2025.

The established leave accruals and carryover limits, which are based on full-time employment, are listed below:

Employee Type	Accrual Hours Per Pay Period	Maximum Carryover Hours
Administrative & Professional (Monthly)	13.34	320.00
University Staff (Biweekly)	6.16	320.00
Postdoctoral Fellows (hired before Oct. 1, 2019)	13.34	320.00
Postdoctoral Fellows (hired on or after Oct. 1, 2019) – Paid Time Off (combined annual/sick)	8.0	192.00

**IMPORTANT:** Annual leave must be requested and approved by the deadlines below to have leave charged against 2024 accruals.

- **Biweekly:** 2 p.m. on Dec. 16.
- **Monthly:** 2 p.m. on Dec. 18.

All requests received after the deadline date will be charged against calendar year 2025.

Additional information about leave carryover is available online. Questions about leave balances, accrual, and usage that are not addressed on the website may be directed to [payroll@auburn.edu](mailto:payroll@auburn.edu).

*Empowering Excellence:  
 Navigating Change; Charting Your Course*

**Registration**

\*Open from November 1st to November 20th\*

**Staff Council  
 Professional Development Day**

Friday, December 6, 2024  
 Melton Student Center



[aub.ie/scpddregistration2024](http://aub.ie/scpddregistration2024)

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| Gwen Ward<br>Kythia (Kat) Stofer, Sheree Wilson | John (Brad) Kenemer<br>Thomas Sharpe, Somchai Segrest   | Daffny Pierce<br>Lindsay Norris, Tracy Thomas, Paul Mangarelli | Lindsay Petty<br>Slauna Johnson                    | Chase Kilpatrick<br>Phillip Lewis, Andy White  |
- Deepa Devarakonda- OIT Support