

TO: Campus Budget Managers

FR: Joe Vitale, Chief Human Resources Officer
Maggie Nieves, Deputy Human Resources Officer
Lara Straka, Payroll Manager
José Garcia, Director of People Analytics and HRIS

CC: Julie Melvin, Associate Vice President for Finance
Devin Frank, Director of Budget & Financial Planning

DT: April 20, 2023

RE: Change-in-status form submission deadlines: Change

To ensure that all Human Resources and Finance offices that are responsible for review of CISF submissions have adequate time to accommodate the large volume of forms, there has been a change to the submission deadline.

Beginning in May 2023 (for the June 2023 payroll) please ensure that all applicable forms documented for payroll are submitted accurately and in a timely manner by the end-of-the-month deadlines outlined below. Submissions will need to occur by the end of each month to be processed the following month.

Failure to adhere to these dates can result in delayed payment.

For any questions, please contact Human Resources at human.resources@oberlin.edu or 5-8430

Payroll ID	Period Start Date	Period End Date	Change-in-Status Forms (CISF) Due by:	Check Date
MN5	5/1/23	5/31/23	5/15/2023	5/31/23
MN6	6/1/23	6/30/23	5/31/2023	6/30/23
MN7	7/1/23	7/31/23	6/30/2023	7/31/23
MN8	8/1/23	8/31/23	7/31/2023	8/31/23
MN9	9/1/23	9/30/23	8/31/2023	9/29/23
MN10	10/1/23	10/31/23	9/30/2023	10/31/23
MN11	11/1/23	11/30/23	10/31/2023	11/30/23
MN12	12/1/23	12/31/23	11/30/2023	12/23/23