

SAMPLE--FIVE-DAY FILING DATE NOTICE

If you are preparing a letter or memorandum, the easiest and most efficient way to implement the five-day filing date notice is to include it within the copy notations:

When the letter or memorandum is addressed to the faculty employee, the College/Library Dean, who is the custodian of the Personnel Action file should be copied.

Some offices use a stamp for all personnel documents. The following example can be used for both full- and part-time faculty:

<p>Date _____</p> <p>This document will be placed in your official Personnel Action File on:</p> <p>_____</p> <p>(5-day filing date)</p>

How to Calculate the Five-day Filing Date Notice:

When calculating the date, use calendar days, not work days. The filing date is five days from the date of mailing. If the fifth day falls on a Saturday, Sunday, or holiday (when the university is closed for business), use the next work day. (i.e. A letter is dated and mailed or placed in the faculty employee's campus mail box on Monday, October 2, 2006, the filing date notice should be Monday, October 9, 2006, not Saturday, October 7, 2006--or--if the letter was mailed on Friday, October 6, 2006, the PAF date would be Wednesday, October 11, 2006.

Note: All items to be placed in PAF must include a signature.

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