

Below is summary of [UT System Policy INT117 Beginning and Ending Employment Dates](#). When in question, refer to the full policy for guidance.

#### Beginning Dates of Assignments including LWOP:

Assignments including Leave Without Pay (LWOP) begin at the start of the workday and end at close of business unless otherwise noted. The workweek begins on Monday and ends on Sunday. **A rare exception to this would be a case where an employee begins an assignment or LWOP on a Monday following the first day of the month that fell on Saturday or Sunday, the beginning date of the assignment would be the first day of the month.** Special rules apply if an assignment begins on the day immediately preceding or following a holiday. Contact the Office of Employee Services for guidance.

#### End Dates of Assignments including LWOP:

If you are creating an assignment that is expected to continue or has an unknown ending date, **no end date should be entered** unless the funding is from a grant, then the end date would be the ending date of the grant. All LWOPs must have an end date, which can be adjusted during the LWOP period as needed.

When ending an assignment, enter the last day through which the employee will be paid. For monthly paid employees whose last workday (or last day of LWOP) is Friday, the date of removal from the payroll (or date of LWOP end) should be the Sunday following, unless that Friday or Saturday is the last day of the month. In such cases, the last day of the month should be used to end the assignment or LWOP. Hourly paid employees must be removed on the actual last day worked.

See section below for employees transferring to another institution or state agency.

Special rules apply if an assignment or LWOP begins or ends adjacent to a holiday. Contact the Office of Employee Services for guidance.

## Transfers:

- **Transfers without a break in service:** For employees transferring **from or to** another UT institution or state agency who will not have a break in service of one work day or more, coordinate the "remove from payroll date" with the trailing or new employer to ensure the employee has continuous service or, conversely, to ensure the employee does not have overlapping or dual assignments at UT System and another institution or state agency.
- **Transferring employees and holidays:** In the event that a state holiday falls between the periods an employee transfers from one state agency to another state agency or institution without a break in service, the receiving agency must pay the employee for the holiday regardless of whether the agency or institution recognizes that particular holiday. For example, if a UT System employee transfers to another agency on the Monday following Thanksgiving, the new agency must pay for the Thanksgiving holiday. The new agency would begin the employee's assignment on Thanksgiving Day and the UT System assignment would end on the Wednesday before Thanksgiving. The same would apply in reverse if the employee were transferring to UT System.

