

**Office of Business and Finance
Human Resources – Transaction Deadlines
6/25/2007**

Transaction	Deadline for emailing to BFSC for approval	Deadline for Business Operations entry
Additional Pay	MO: End of Day on MO Dept Deadline BW: Noon on BW Dept Deadline	N/A
Position Data	No specific deadlines, but see Job Openings deadline	N/A
Job Openings	Noon each Wednesday	N/A
Job Data	MO & BW: 48 hours prior to Dept Deadline	MO & BW: 24 hours prior to Dept Deadline

Note: All HR forms should be signed, scanned and emailed to BFServiceCenter@rms.ohio-state.edu for approval.