2023 Summer Deadlines to have Hire Forms to Dean's Office HR for Processing and Submission to Main HR

Session	Due Date
Full Summer Session (3S0) May 8 – July 27	Friday, April 28
6-Week Session I (3S1) May 8 - June 15	Friday, April 28
6-Week Session II (3S2) June 19 – July 27	Wednesday, May 31
3-Week Session I (3S3) May 8 – May 24	Friday, April 28
3-Week Session II (3S4) May 30 - June 15	Tuesday, May 16
3-Week Session III (3S5) June 19 – July 6	Wednesday, May 31
9-Week Session (3S6) May 30 – July 27	Tuesday, May 16

Paperwork Submission Guidelines by Hire Type:

For:	Submit:
Instruction/ECOM: FTE Faculty	HCM Peoplesoft *Summer Hire eform* *Requires approved RIS form (INST) or approved Summer Comp Request (ECOM)
Graduate Students (with teaching responsibilities)	HCM PeopleSoft *Student Hire eform* *Requires approved RIS form
Instruction: TFACs who taught in Spring 2023	*Summer Employment Form* (PBP-2-S) via email to <u>assigned HR Contact</u>. *Requires approved RIS form
Instruction: TFACs <u>who did **not** teach in Spring 2023</u>	People Admin (Quick-Hire) *Requires approved RIS form

Terms and salary must receive College approval <u>before</u> an offer letter is provided to faculty for summer instruction.