



Arts and Sciences

2021 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 10 – July 31	Friday, April 30
6-Week Session I (3S1) May 10 - June 19	Friday, April 30
6-Week Session II (3S2) June 21 – July 31	Wednesday, June 2
3-Week Session I (3S3) May 10 – May 28	Friday, April 30
3-Week Session II (3S4) June 1 - June 18	Tuesday, May 18
3-Week Session III (3S5) June 21 – July 9	Wednesday, June 2
9-Week Session (3S6) June 1 – July 31	Tuesday, May 18

Paperwork Submission Guidelines by Hire Type:

For:	Submit:
Instruction: All FTE Faculty and TFACs <u>who taught in Spring 2021</u>	<i>Summer Employment Form (PBP-2-S)</i> via email to assigned HR Contact . <i>*Requires approved RIS form</i>
Graduate Students	HCM PeopleSoft Entry <i>*Requires approved RIS form</i>
Instruction: TFACs <u>who did not teach in Spring 2021</u>	People Admin (Quick-Hire) <i>*Requires approved RIS form</i>
ECOM (non-teaching)	<i>Summer Employment Form (PBP-2-S)</i> via email to assigned HR Contact .

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