



Arts and Sciences

2022 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 9 – July 28	Friday, April 29
6-Week Session I (3S1) May 9 - June 16	Friday, April 29
6-Week Session II (3S2) June 20 – July 28	Wednesday, June 1
3-Week Session I (3S3) May 9 – May 25	Friday, April 29
3-Week Session II (3S4) May 31 - June 16	Tuesday, May 17
3-Week Session III (3S5) June 20 – July 7	Wednesday, June 1
9-Week Session (3S6) May 31 – July 28	Tuesday, May 17

Paperwork Submission Guidelines by Hire Type:

For:	Submit:
Instruction/ECOM: FTE Faculty	HCM Peoplesoft <i>Summer Hire eform</i> <i>*Requires approved RIS form (INST) or approved Summer Comp Request (ECOM)</i>
Graduate Students (with teaching responsibilities)	HCM PeopleSoft <i>Student Hire eform</i> <i>*Requires approved RIS form</i>
Instruction: TFACs who taught in Spring 2022	<i>Summer Employment Form (PBP-2-S)</i> via email to assigned HR Contact . <i>*Requires approved RIS form</i>
Instruction: TFACs <u>who did not teach in Spring 2022</u>	People Admin (Quick-Hire) <i>*Requires approved RIS form</i>

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