



2024 Summer Deadlines to have Hire Forms to Dean's Office HR for Processing and Submission to DoHR

Session	Due Date
Full Summer Session (3S0) May 6 – July 25	Monday, April 29
6-Week Session I (3S1) May 6 - June 13	Monday, April 29
6-Week Session II (3S2) June 17 – July 25	Friday, May 31
3-Week Session I (3S3) May 6 – May 22	Monday, April 29
3-Week Session II (3S4) May 28 - June 13	Thursday, May 16
3-Week Session III (3S5) June 17 – July 3	Friday, May 31
9-Week Session (3S6) May 28 – July 25	Thursday, May 16

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), and signed offer letter</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 2024	<i>Summer Employment Form (PBP-2-S)</i> via email to assigned HR Manager . <i>*Requires approved RIS form and signed offer letter</i>
Instruction: TFACs <u>who did not teach in Spring 2024</u>	People Admin (Quick-Hire) <i>*Requires approved RIS form and signed offer letter</i>

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