

Transaction Type	Employment Area	Deadline for submission to Employment Area
Posting To the Web	HSC Faculty Contracts	11/11/2016
	Office of Faculty Affairs & Services	11/11/2016
	Staff	12/9/2016
	Student	12/9/2016
Hire proposal submitted to Employment area for approval	HSC Faculty Contracts	11/18/2016
	Office of Faculty Affairs & Services	11/18/2016
	Staff	12/2/2016
	Student	12/2/2016
ePAFS submitted to Employment Area for approval	HSC Faculty Contracts	11/18/2016
	SOM Academic Affairs	12/1/2016
	Office of Faculty Affairs & Services	11/18/2016
	Staff (Including UNM Temp extensions)	12/2/2016
	Student	12/2/2016
ePANS submitted to Employment Area for approval	Staff	12/2/2016
	Student	12/02/2016
Non-Standard Payment Forms submitted to Employment Area for approval	HSC Faculty Contracts	11/21/2016
	Office of Faculty Affairs & Services	11/18/2016
	Staff	12/1/2016
	OGS	12/1/2016
	GME (for December)	12/2/2016
Spring 2017 TPT (Temporary Part-time EPAF rehire)	All Faculty	12/16/2016
Spring 2017 TA/GA/RA/PA Assignments	OGS	11/21/2016

<i>TA/GA Intersession Assignments (including any assistantship revisions/adjustments) affecting Dec pay check</i>	OGS	11/21/2016
<i>Resident Physicians (employment transactions)</i>	GME	12/2/2016
<i>ALL UNM Temps Requests-Submitted to Employment Area For Temps to start before Winter Break or on 1/4/2016</i>	UNM Temps	12/9/2016

*The Employment Areas/EDCs and Payroll will make every effort to process before Winter Break, all transactions, that are received by the above deadlines with complete documentation and paperwork.

Please try to get your transactions in as early as possible prior to the deadlines to prevent an overwhelming volume of transactions. This will help us all to get our employees paid prior to the break.

** All postings need to have a Best Consideration date of Jan 3, 2017 or later since there will be no support for our applicants during winter break.