

## EMPLOYMENT AREA /EDC DEADLINES

Deadlines apply only to those transactions that are accurate and complete when submitted.

Note: If a deadline falls on a non-working day, the document must be received the last working day prior to the deadline.

	Posting	NewHire/Re-Hire(including hiring proposals, e-pan)	Separation/Job Ends	Leaves	Job Extensions	Revisions (appointment percent changes, salary changes, career ladders, etc.)	Non-Standard Payments
<b>HSC Faculty</b>	7 business days prior to posting begin date	20 business days prior to start date	Regular Faculty- 4 months prior to resignations/retirements	Regular Faculty-1 month prior to leave date	3rd of month for payment at the end of the month	3rd of month for payment at the end of the month	3rd of month for payment at the end of the month Please note exception (due to high volume) for June and July 2014 May 23rd for payment at the end of June. June 23rd for payment at the end of July.
<b>Human Resources (staff)</b>	3 business days prior to posting begin date	10 business days prior to start date	10 business days prior to separation date	15 business days prior to leave date	15 business days prior to start date	15 business days prior to effective date	15 business days prior to start date
<b>Main Faculty</b>	Regular Faculty - 7 business days prior to posting begin date  TPT - 10 business days prior to posting begin date	Regular Faculty - 20 business days prior to start date  Research Faculty 20 business days prior to start date	Regular Faculty - 3 months prior to separation date  Research Faculty - 1 month prior to separation date	4th week in Sept for leave without pay and sabbatical requests for semester II  2nd week in Feb for leave without pay and sabbatical requests for the following Fall semester or academic year	7th of month for payment at the end of the month	7th of month for payment at the end of the month	7th of month for payment at the end of the month
<b>Office of Graduate Studies (Assistantships)</b>	N/A	Contracts with a start date in January, August, or June: Six weeks prior to the first day of the term; all other contracts: 15 business days prior to contract start date	10 business days prior to separation date (applies only to contracts ending earlier than original end date on contract)	N/A	Contracts with a start date in January, August, or June: Six weeks prior to the first day of the term; all other contracts: 15 business days prior to contract start date	15 business days prior to effective date	15 business days prior to start date
<b>Office of Medical Education (Resident Physicians)</b>	N/A	Six weeks prior to start date	30 day notice prior to separation	15 business days prior to leave date	Six weeks prior to start date	N/A	10 business days prior to start date
<b>Student Employment (Work-Study)</b>	3-5 business days prior to posting begin date	2 weeks before the end of the payperiod (exception would be August and September- 4 weeks before the end of the payperiod)	10 business days prior to separation date	N/A	2 weeks before the end of the payperiod (exception would be August and September- 4 weeks before the end of the payperiod)	2 weeks before the end of the pay period (exception would be August and September- 4 weeks before the end of the payperiod)	N/A