Agenda

- University Updates
- FCSO Summer Deadlines and Forms
Agenda

- Summer Deadlines
- New Summer Research Form
- New Summer Session Instruction Form
- New Summer Admin Form
  - New Account Code Summer Admin. & 200A

- TPT epaf Summer Processing Reminder
## Summer Deadlines

<table>
<thead>
<tr>
<th>Due</th>
<th>Item</th>
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<tbody>
<tr>
<td><strong>May 9, 2014</strong></td>
<td>TPT epaf (rehires) for Summer classes beginning June</td>
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<td></td>
<td>Summer Session</td>
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<td>(Regular contract faculty teaching during summer)</td>
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<td>Summer Research (May Payments)</td>
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<td><strong>June 2, 2014</strong></td>
<td>Summer Admin Compensation</td>
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<td>Contract Memo for Annual Contract Renewal for:</td>
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<td></td>
<td>• Term Teaching</td>
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<td></td>
<td>• Visiting</td>
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<td>• Research</td>
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<td>Worksheet Template (merit increases due to late reviews)</td>
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<td><strong>June 6, 2014</strong></td>
<td>• Summer Research for June</td>
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<td><strong>July 7, 2014</strong></td>
<td>• Summer Research for July</td>
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<td>• Summer Admin for July</td>
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<tr>
<td><strong>August 4, 2014</strong></td>
<td>• Summer Research for August</td>
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Summer Session Forms -

- Summer Administration
  For short term roles that do not occur during the regular AY
  New account code 200B

- Summer Session Instruction
  For regular faculty teaching during summer

- Summer Research
  Form has been re-designed to match the 3/9 rule for calculating
  summer research pay will be used effective summer 2014.

- New forms are available at
  http://www.unm.edu/~fco/forms/summer-forms.html
Account Codes

- 200B – Summer Administration (new)
- 2003 – Summer Instruction
- 2002 – Summer Research
TPT epaf Summer Processing Reminder

- Hours Per Pay Appointment Percent Table (Summer School Schedule)
  http://www.unm.edu/~fco/ePAF-tpt-assign.html

- Account code is 2003
- Earn code is 203
- Course cancelation notification
  email Faculty@unm.edu (on or before the 10th day of payment month)
Questions?
Summer Processing
FCSO
Faculty@unm.edu
277-4528