FALL & ACADEMIC YEAR APPOINTMENTS

Requisition and Supporting Documentation DUE to Human Resources: Third Monday of July

- Complete Documentation Received in Human Resources: Third Monday of July
  - Effective Date of Requisition: FIRST DAY OF FALL SEMESTER
  - Requisition Effective Date: FIRST DAY OF SEPTEMBER PAY PERIOD

SUMMER BRIDGE APPOINTMENTS

Requisition and Supporting Documentation DUE to Human Resources: Third Monday of April

- Complete Documentation Received in Human Resources: Third Monday of April
  - Requisition Effective Date: FIRST DAY OF SUMMER BRIDGE PERIOD
  - Requisition Effective Date: FIRST DAY OF JUNE PAY PERIOD

MID-YEAR APPOINTMENTS & SALARY INCREASES

Requisition and Supporting Documentation DUE to Human Resources: 14 Business Days Prior to Effective Date Listed

- Complete Documentation Received in Human Resources: 14 Business Days Prior to Effective Date
  - Effective Date of Requisition: Department's Requested Effective Date
  - Effective Date of Appointment or Salary Increase will be Delayed. Department will be contacted by Human Resources.