



# Arts and Sciences

## Deadlines to have HR Actions to the Office of the Dean for Instructional Compensation Summer2020

Session	Due Date
Full Summer Session (3S0) May 11 - August 1	Friday, May 1
6-Week Session I (3S1) May 11 - June 20	Friday, May 1
6-Week Session II (3S2) June 22 - August 1	Monday, June 1
3-Week Session I (3S3) May 11 – May 29	Friday, May 1
3-Week Session II (3S4) June 1 - June 19	Friday, May 15
3-Week Session III (3S5) June 22 – July 10	Monday, June 1
9-Week Session (3S6) June 1 - August 1	Friday, May 15

**After receiving College approval, please complete the HR actions as follows:**

For:	Submit:
Instruction: All FTE Faculty and TFACs <u>who taught in Spring 2020</u>	Summer PBP-2-S ( <i>Summer Form</i> ) via email to <u>assigned HR Contact</u> .
Graduate Students	HCM PeopleSoft Entry
Instruction: TFACs <u>who did not teach in Spring 2020</u>	People Admin (Quick-Hire)
ECOM ( <u>non-teaching</u> )	Summer PBP-2-S ( <i>Summer Form</i> ) via email to <u>assigned HR Contact</u> .

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