

RETIRED
DOCUMENT

Thursday, August 17	<p>New ASEs must have completed New Hire Documents and the Form I-9 if their Effective Date is 8/17/2023.</p> <p>Begin: FS revises appointment start date (prorates) based on when the New Employee Documents and the Form I-9 are completed.</p>
RETURNING TEMPORARY FACULTY AND ACADEMIC STUDENT EMPLOYEES	
Thursday, August 10	<p>Appointment Requests Due in OnBase</p> <ul style="list-style-type: none"> • Temporary Faculty Appointment request form in OnBase • Academic Student Employee Appointment form in OnBase
Thursday, August 17	<p>Begin: FS revises appointment start date (prorates) for late appointments.</p>
OTHER PROCESSING DEADLINES	
Friday, August 25	<p>Appointments due in ESS to meet payroll cutoff and ensure a pay warrant on October 2, 2023.</p>
Friday, September 8	<p>Mass Termination of Temporary Faculty, TAs, and GAs for whom ESS has not received a reappointment.</p>
Monthly on the 15th	<p>12-Month appointments must be completed (including new employee docs and I-9 verification) and submitted at least 2 weeks before start date to ensure proper appointment and authorization to work.</p>
NOTES	

Disqualifying Issues Faculty may not be reappointed if flagged for missing documents or unsatisfactory