





RETURNING TEMPORARY FACULTY AND ACADEMIC STUDENT EMPLOYEES	
Monday, December 23	Appointment requests due in OnBase: <ul style="list-style-type: none"> <li><a href="#">Temporary Faculty Appointment request form in OnBase</a></li> <li><a href="#">Academic Student Employee Appointment form in OnBase</a></li> </ul>
Tuesday, January 21	Begin: FS revises appointment start date (prorates) for late appointments.
OTHER PROCESSING DEADLINES	
Friday, January 31	Appointments due in Payroll/Personnel Transaction Services to meet payroll cutoff and ensure a pay warrant on March 1, 2025.
Friday, February 14	Mass Termination of Temporary Faculty, TAs, and GAs for whom Payroll/Personnel Transaction Services has not received a reappointment.
Monthly on the 15th	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.
NOTES	

Disqualifying Issues	<p>Faculty may not be reappointed if flagged for missing documents or unsatisfactory evaluation.</p> <p>New appointments will not be processed without all application documents preventing work authorization steps.</p>	--
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