



SCHEDULE FOR SUMMER TERM AND/OR ANY ONE OF THE THREE (3) SESSION APPOINTMENTS

APPOINTED TO:	Earning Element To Be Used	Due In Faculty Records	NEW EMPLOYEE or EXISTING EMPLOYEE															
Summer Term and/or 12 Week Session			APPOINTMENT FORM / EMPLOYEE RECORD															
Summer Term 05/07/2018 – 08/11/2018 and/or 12 Week Session 05/14/2018- 08/04/2018 Pay End Date: 05/31/2018 06/30/2018, 07/31/2018	Four Mo Summer Term, Three Mo Summer Term, Summer Term Extension Twelve Week Session	04/09/2018 04/16/2018	<p>New Employee: Complete entire Appointment form. Existing Employee: Complete Employee Record by updating the earning element name field. Sub code to be used on the May 2018– August 2018 online SPAR, available on 05/08/2018:</p> <p>Sub code for:</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Reg. Full Time</u></th> <th style="text-align: center;"><u>Reg. Part Time</u></th> </tr> </thead> <tbody> <tr> <td>Medical Faculty</td> <td style="text-align: center;">5010</td> <td style="text-align: center;">5060</td> </tr> <tr> <td>Non Medical Faculty</td> <td style="text-align: center;">5110</td> <td style="text-align: center;">5160</td> </tr> <tr> <td>Research Associates</td> <td style="text-align: center;">5200</td> <td style="text-align: center;">5250</td> </tr> <tr> <td>TAs, TFs, and GSA's</td> <td style="text-align: center;">5610</td> <td style="text-align: center;">-----</td> </tr> </tbody> </table>		<u>Reg. Full Time</u>	<u>Reg. Part Time</u>	Medical Faculty	5010	5060	Non Medical Faculty	5110	5160	Research Associates	5200	5250	TAs, TFs, and GSA's	5610	-----
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4 Week Sessions			APPOINTMENT FORM / EMPLOYEE RECORD															
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6 Week Sessions			APPOINTMENT FORM / EMPLOYEE RECORD															
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#2 Session 06/25/2018 - 08/04/2018 Pay End Date: 06/30/2018 and 07/31/2018	Six Week Session	05/28/2018	<p>Sub code for:</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Reg. Full Time</u></th> <th style="text-align: center;"><u>Reg. Part Time</u></th> </tr> </thead> <tbody> <tr> <td>Medical Faculty</td> <td style="text-align: center;">5011</td> <td style="text-align: center;">5061</td> </tr> <tr> <td>Non Medical Faculty</td> <td style="text-align: center;">5111</td> <td style="text-align: center;">5161</td> </tr> <tr> <td>Research Associates</td> <td style="text-align: center;">5200</td> <td style="text-align: center;">5250</td> </tr> <tr> <td>TAs, TFs, and GSA's</td> <td style="text-align: center;">5611</td> <td style="text-align: center;">-----</td> </tr> </tbody> </table>		<u>Reg. Full Time</u>	<u>Reg. Part Time</u>	Medical Faculty	5011	5061	Non Medical Faculty	5111	5161	Research Associates	5200	5250	TAs, TFs, and GSA's	5611	-----
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