

Office of Faculty Affairs & Services

2017 Summer Processing Deadlines

Temporary Part-Time Faculty (TPT) Rehire EPAFs		
Due	Item	Information/Forms
May 5, 2017 April 28 (A+S)	TPT rehire EPAFs for summer session (Adjunct rehires)	Use the Campus-Summer School table from the Hours Per Pay Appointment Percent Table . Use earn code 203 for summer session.
July 14, 2017 July 7 (A+S)	TPT rehire EPAFs for Fall Semester (Adjunct rehires)	Refer to the Campus TPT or Branch TPT tables from the Hours Per Pay Appointment Percent Table . Use earn code 012 for the Academic Year
Summer Payments for Faculty(excluding TPTs)		
Includes Summer Research, Summer Administration, Summer Instruction, Non-Standard Payments		
Due	Item	Information/Forms
May 5, 2017 April 28 (A+S)	Payments Payable in May	Summer payment forms can be found on the OFAS website. For Summer Research , all applicable approvals must be obtained before submitted to OFAS for processing For Non-Standard Payment processing, please refer to the FHB C.140 Guidelines .
June 2, 2017 May 26 (A+S)	Payments Payable in June	
July 7, 2017 June 30 (A+S)	Payments Payable in July	
Aug 4, 2017 July 28 (A+S)	Payments Payable in August	
Other Transaction Deadlines		
Due	Item	
May 5, 2017 April 28 (A+S)	Contract Extension for Non-Continuing Faculty (ex. Research Faculty) effective June 2017	April 28 (A+S)
May 12, 2017 May 5 (A+S)	UNMJobs 1.0 Hiring Proposals for TPT hires for Summer Session UNMJobs 1.0 Hiring Proposals for faculty hires with July start date UNMJobs 1.0 Hiring Proposals for faculty hires with August start date	
May 15, 2017 May 8 (A+S)	UNMJobs 2.0 Hiring Requisitions for TPT hires for Summer Session	May 8 (A+S)
June 1, 2017 May 26 (A+S)	UNMJobs 2.0 Hiring Requisitions for faculty with July start date	May 26 (A+S)
June 5, 2017 May 29 (A+S)	Compensation Related Changes for Fiscal Year Faculty (effective 7/1/2017) Contract Extension for Non-Continuing Faculty (ex. Research Faculty) effective July 2017	
July 1, 2017 June 23 (A+S)	UNMJobs 2.0 Hiring Requisitions for faculty hires with August start date	June 23 (A+S)
July 1, 2017 June 23 (A+S)	Compensation Related Changes for Academic Year Faculty (effective 8/1/2017) Contract Extension for Non-Continuing Faculty (ex. Research Faculty) effective August 2017	