



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 05/06/2019 – 08/10/2019 and/or 12 Week Session 05/13/2019- 08/03/2019 Pay End Date: 05/31/2019 06/28/2019, 07/31/2019	Four Mo Summer Term, Three Mo Summer Term, Summer Term Extension Twelve Week Session	04/16/2019 04/16/2019	<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 2019– August 2019 online SPAR, available on 05/08/2019:</p> <p>Sub code for:</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;"><u>Reg. Full Time</u></td> <td style="text-align: center;"><u>Reg. Part Time</u></td> </tr> <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> </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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#2 Session 06/10/2019 - 07/06//2019 Pay End Date: 06/28/2019	Four Week Session	05/16/2019																
#3 Session 07/08/2019 - 08/03/2019 Pay End Date: 07/31/2019	Four Week Session	06/14/2019																
6 Week Sessions			APPOINTMENT FORM / EMPLOYEE RECORD															
#1 Session 05/13/2019- 06/22/2019 Pay End Date: 05/31/2019 and 06/28/2019	Six Week Session	04/16/2019	<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 2019 – August 2019 online SPAR, available on 05/08/2019:</p>															
#2 Session 06/24/2019 - 08/03/2019 Pay End Date: 06/28/2019 and 07/31/2019	Six Week Session	06/04/2019	<p>Sub code for:</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;"><u>Reg. Full Time</u></td> <td style="text-align: center;"><u>Reg. Part Time</u></td> </tr> <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> </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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**Benefit Notice to Full-Time Faculty Appointed to the 2019 Summer Term [found here](#)