Important Dates and Deadlines

Student Assignments

Student Summer 2016
(ST) Student Taxable:
Standard Taxable dates: 05/15/2016 thru 08/20/2016

Student Academic Year 2016-2017
(SN) Student Non-taxable:
Standard Non-taxable dates: 08/21/2016 - 05/13/2017

*Use Paperless Job Process (PJP)*
Continuing Student Jobs

Graduate Student Summer 2016
(GT) Grad Student Taxable:
Standard dates: 05/15/2016 thru 08/20/2016

Graduate Student Academic Year 2016-2017
(GN) Grad Student Non-taxable:
Standard dates: 08/21/2016 - 05/13/2017

GN/GT assignments still require paper Job Form submission

Faculty Assignments

From Provost Website: http://www.uaf.edu/provost/faculty-reports-forms/

Off Contract begin date AY15-16 (AOFFC): 05/15/2016

AY16-17: August 14, 2016 - May 13, 2017

PJP dates for AY16-17: Do not submit until told to do so (≈ Mid-July)
Default On Contract Date (AONC) = 08/14/2016
Default Off Contract Date (AOFFC) = 5/14/2017

*Use Paperless Job Process (PJP)*
On-Off (OOCST)
Important Dates and Deadlines

Contract Extensions

- United Academics (F9) faculty member’s contract extensions must be for the same hours and pay. Two Job Forms must be submitted with job change reasons CONF (begin) and CONE (end) if ending prior to 8/13/2016.

- Less than 12 month staff employees whose contract is extended beyond their standard On Contract period must submit two job forms with job change reasons CONX (begin) and CONE (end).

Additional Summer Assignments

- Additional Assignments UAFT (A9) or UNAC (F9) faculty members: A9 faculty must have additional assignments for summer employment. F9 faculty who are working outside their normal contract, (i.e., same rate of pay and hours) must have an additional assignment.

Term-Funded Position Extensions

- All Term-Funded positions (PCN starting with 4) must be approved for extension into the new fiscal year by your appropriate Vice Chancellor or Provost.
- Memorandum requesting an extension of your positions should be completed no later than April 30, 2016 (sample attached)
- The approved memorandum should be accompanied by job forms with a job change reason of PNEX and submitted to budget (be sure to indicate On or Off contract status)

Job Form submission deadline is May 26, 2016

We always encourage early submission.

For questions and/or assistance please contact your HR Consultant.
Date: April 30, 2016

To: Provost or Vice Chancellor
Department Title

Through: Dean or Director
Department Title

From: Fiscal Officer or PPA

RE: Extension of Term Funded PCNs

Please Extend the following term funded PCNs for use during fiscal year 2017:

<table>
<thead>
<tr>
<th>PCN</th>
<th>Ecls</th>
<th>Employee Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4xxxx2</td>
<td>NR</td>
<td>Red, Winston</td>
<td>Admin Specialist 3</td>
</tr>
<tr>
<td>4xxxx3</td>
<td>XR</td>
<td>Smith, Debra</td>
<td>Student Svcs Professional</td>
</tr>
<tr>
<td>4xxxx4</td>
<td>F9</td>
<td>Teeks, Timothy</td>
<td>Research Professional</td>
</tr>
<tr>
<td>4xxxx5</td>
<td>XR</td>
<td>VACANT</td>
<td>Admin Management 4</td>
</tr>
</tbody>
</table>

Thank you for your attention to this matter. Please contact PPA’s Name at PPA’s phone number if you have any questions.

cc: Dept File

Approved memorandum should be sent to Budget office with job forms attached. Job Change Reason for term-funded extensions is PNEX.