

## ASSIGNMENT CONTRACT SCHEDULE 2015/16

ADJUNCT/NIC CONTRACTS DUE TO HR BY 5 PM: <small>Contracts gladly accepted earlier)</small>	HUMAN RESOURCES PROCESSES CONTRACTS	DIVISION/DEPARTMENT ENTRY OF POSITION ID'S IN SECTION	HUMAN RESOURCES CREATE/AUDIT PAYMENTS	CORRECTIONS AND REVISIONS TO CONTRACTS DUE BY 5PM:	REPORT ABSENCES ON TIMECARD DURING TIMECARD ENTRY
May 22	May 22 - May 29	May 29 - June 5	June 8-June 12	June 12	June 11-June 14
<b><u>Summer 2015 Contracts</u></b>					
<b>June 4*</b>	June 5-June 18	June 19 - June 25	June 26- July 2	July 5	July 2-July 8
June 18	June 19-June 25	June 29-July 10	July 6-July 10	July 10	July 13-July 15
July 17	July 20-July 30	July 31- August 7	August 7-14	August 12	August 12-August 14
<b><u>Fall 2015 Contracts</u></b>					
<b>August 12*</b>	August 13-August 28	August 28 -September 4	September 4-September 11	September 11	September 8-September 11
September 18	September 21-September 28	September 30 - October 5	October 6-October 13	October 13	October 19-October 13
October 19	October 19-October 26	October 27-November 2	November 3-November 9	November 9	November 9-November 13
November 18	November 19-November 25	November 25 -December 4	December 7-December 11	December 11	December 11-December 14
December 4	December 7-December 11	December 14-January 4	January 4-January 8	January 8	January 11-January 15
<b><u>Spring 2016 Contracts</u></b>					
<b>January 11*</b>	January 11-January 25	January 26 - January 30**	February 8-February 16	February 11	February 10-February 16
February 19	February 22-February 26	February 29 - March 4	March 4-March 11	March 11	March 9-March 15
March 21	March 23-March 30	April 1-April 8	April 6 - April 13	April 11	April 8-April 14
April 21	April 22-April 29	May 2-May 6	May 6-May 13	May 12	May 9-May 13
May 20	May 23-May 27	May 31 - June 3	June 6-June 13	June 10	June 6 -June 10
<b><u>Summer 2016 Contracts</u></b>					
<b>June 2*</b>	June 6-June 17	June 20-June 24	June 27-July 1	July 5	July 1-July 5
June 9	June 10-June 24	June 27 - July 1**	July 5-July 11	July 11	July 8-July 13
July 22	July 25-August 5	August 1-August 5	August 8-August 15	August 12	August 10-August 15

\*1st payroll cycle of the semester, which should include all full semester contracts, therefore 2 weeks are scheduled for initial contract processing

\*\* **2nd report** is sent out after 5pm

**Note:**

While paperwork processing is a continual cycle, following this guide will ensure that contracts are completed in time for each payroll cycle.