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| ***Transaction Type*** | **Employment Area** | **Deadline for submission to Employment Area** |
| ***Posting Requisitions to the Web*** | HSC Faculty Contracts | 11/20/2023 |
| Office for Academic Personnel | 12/1/2023 |
| Staff | 12/8/2023 |
| Student | 12/1/2023 |
| ***Hiring Requisitions submitted to Employment area for approval*** | HSC Faculty Contracts | 11/13/2023 |
| Office for Academic Personnel | 11/22/2023 |
| Staff | 12/01/2023 |
| Student | 12/1/2023 |
| ***ePAFS submitted to Employment Area for approval*** | HSC Faculty Contracts | 11/17/2023 |
| SOM Faculty Affairs & Career Development | 11/17/2023 |
| Office for Academic Personnel | 11/22/2023 |
| Staff (Including UNMTemps extensions) | 11/22/2023 |
| Student | 12/1/2023 |
| ***ePANS submitted to Employment Area for approval*** | Staff | 11/22/2023 |
| Student | 12/1/2023 |
| ***Non-Standard Payment Forms submitted to Employment Area for approval*** |  |  |
| Office for Academic Personnel | 11/22/2023 |
| Staff | 11/22/2023 |
| Office of Graduate Studies | 10 Business days prior to effective date (NSP must include all required signatures.) |
| GME | 12/01/2023 |
| ***Spring 2024 TPT (Temporary Part-time EPAF rehire)*** | All Faculty | 12/08/2023 |
| ***TA/GA/RA/PA Winter Intersession 2023***  ***(Contract Start Dates 12/17/2023 – 12/31/2023)***  ***Note: If you are submitting an intersession contract and revising the same contract for spring, you need to submit your intersession contract early enough to be processed by GS and meet the spring contract deadline of 11/21/2022.*** | Office of Graduate Studies | 20 Business Days Prior to Start Date |
| ***Spring 2024 TA/GA/RA/PA Assignments***  ***(Start dates 1/1/2024 – 1/31/2024)*** | Office of Graduate Studies | 20 Business Days Prior to Start Date |
| ***Spring 2024 TA/GA/RA/PA Assignments***  ***(Start dates 2/1/2024 or after)*** | Office of Graduate Studies | 20 Business Days Prior to the Proposed Start Date |
| ***Resident Physicians (employment transactions)*** | GME | 12/15/2023 |
| **ALL UNMTemps Requests-Submitted to Employment Area *For Temps to start before Winter Break or on 1/2/2024*** | UNMTemps | 12/1/2023 |

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| \*The Employment Areas/EDCs and Payroll will make every effort to process before Winter Break, all transactions, that are received by the above deadlines with complete documentation and paperwork. |
| Please try to get your transactions in as early as possible prior to the deadlines to prevent an overwhelming volume |
| of transactions. This will help us all to get our employees paid prior to the break. |

\*\* All postings need to have a Best Consideration Date of Jan 2, 2024 or later since there will be no support for our applicants during Winter Break.