

WINTER BREAK DEADLINES 2018

<i>Transaction Type</i>	Employment Area	Deadline for submission to Employment Area
<i>Posting Requisitions To the Web**</i>	Faculty	11/9/2018
	Staff	12/7/2018
	Student	12/3/2018
<i>Hiring Requisitions submitted to Employment area for approval</i>	Faculty	11/16/2018
	Staff	11/30/2018
	Student	12/3/2018
ePAFs submitted to Employment Area for Approval	Faculty (Main Campus & Branches)	11/16/2018
	HSC Faculty Contracts	11/21/2018
	Staff (Including UNM Temp extensions)	11/30/2018
	Student	12/3/2018
<i>Spring 2019 TPT (TPT Faculty -EPAF rehire)</i>	Faculty	12/14/2018
<i>ePANS submitted to Employment Area for approval</i>	Staff	11/30/2018
	Student	12/3/2018
<i>Non-Standard Payment Forms submitted to Employment Area for approval</i>	Faculty (Main Campus & Branches Only)	11/16/2018
	Staff	11/30/2018
	Office of Graduate Studies	11/26/2018
	GME (for December)	12/5/2018
<i>Spring 2019 TA/GA/RA/PA Assignments</i>	Office of Graduate Studies	11/19/2018

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<i>TA/GA Intersession Assignments (including any assistantship revisions/adjustments) affecting Dec pay check</i>	Office of Graduate Studies	11/19/2018
<i>Resident Physicians (employment transactions)</i>	GME	12/5/2018
<i>ALL UNM Temps Requests-Submitted to Employment Area For Temps to start before Winter Break or on 1/2/2019</i>	UNM Temps	12/7/2018

*The Employment Areas and Payroll will make every effort to process all transactions received by the above deadlines with complete and accurate information **before** Winter Break.

Please try to get your transactions in as early as possible, prior to the deadlines to avoid delays.

** All postings need to have a Best Consideration date of Jan 2, 2019 or later since there will be no support for our applicants during winter break.