

## Summer Deadlines

Deadlines for paperwork (Extensions, transfers, new hires, rehires, promotions, etc.) are as follows:

Pay period	Pay period dates	Deadline*
2R11	5/13/17 - 5/26/17	5/1/2017
2R12	5/27/17 - 6/9/17	5/15/2017
2R13	6/10/17 - 6/23/17	5/26/2017

**\* We are no longer backdating any paperwork.** Paperwork submitted after the deadline will be given a start date of the next pay period. For example, if you submit paperwork on May 3rd for the 2R11 pay period, we will change the start date to 5/27/17. You are responsible for making sure that your student does not work during the 2R11 (5/13/17 - 5/26/17). Please refer to your HR Reports to determine when your student is eligible to work