Important Dates and Deadlines
Summer 2015 and Academic/Fiscal Year FY16

Student Assignments

**Student Summer Assignment (ST):**
Taxable dates: 5/17/2015 thru 8/22/2015

**Student Academic Assignment (SN):**

*Do not submit job forms – use PJP Process*

Graduate Student Summer Assignment (GT):
Taxable dates: 5/17/2015 thru 8/22/2015

Graduate Student Academic Assignment (GN):

**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 (AOFFC): 5/17/2015 – need to be entered by 4/30/2015


PJP dates to be used for Academic Year 15-16:
Default **On** Contract Date (AONC) – 8/16/2015
Default **Off** or Term Contract Date (AOFFC) – 5/15/2016  Do not submit until told to do so

*Do not submit job forms – use PJP Process*
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 8/16/2015.
- Less than 12 month staff employees whose contract is extending beyond their original off contract period must submit two job forms with job change reasons CONX (begin) and CONE (end).
- 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 starting with a 4 PCN 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, 2015 (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 28, 2015

We always encourage early submission.

For Questions and/or Assistance please contact your HR Consultant Team.
Sample
Term-Funded Extensions Memorandum

Date: April 30, 2015

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 2016:

<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.