

Contract Processing

Spring Semester dates: 1/19/2021 – 5/21/2021

The first Spring paycheck to be issued on March 1st.

Before working on the OOA to assign wtus, check with Department Chair/Dean for any projected schedule changes (i.e. cancellations, additions).

November 20, 2020: Goal is to return the Appointment Notices to Department for distribution to Faculty by December 18, 2020. If the DAA is on vacation during this time period, please make arrangements with someone else to send the department's Appointment Notices to Faculty via DocuSign.

December 04, 2020: Goal is to return the Appointment Notices to Department for distribution to Faculty by January 8, 2021.

December 18, 2020: To ensure timely processing, identification of all new hires via DocuSign (Nomination/Unit 11) with Dean's signature. Late notifications may cause hire date to be delayed, or possibly denied.

December 21, 2020: Goal is to return the Appointment Notices to Department for distribution to Faculty by January 15, 2021.

December 24-January 1, 2021: Campus Closed

January 1, 2021: OOA received after January 1 may not be completed before the semester begins.

January 11, 2021: Departments will be notified of all incomplete onboarding process. Potential hire may not be completed.

January 15, 2021: Faculty Affairs will separate **Fall Semester only appointment**. If the faculty member had benefits in Fall the separation will impact their Benefits. Separation will be processed for:

- Separation Notices (declined Spring, no work Spring, Student Graduated)
- 3-year appointments with Zero units
- Non-appointments

January 21, 2021: Federal requirement for new hire paperwork to be completed at least 3 days after the first day of work. The first day of work is January 19th. Please mention to new faculty will need to complete onboarding process.

January 29, 2021: January pay period reflects Fall semester wtus assigned. This means: the Payroll CERT received for January will reflect Fall semester wtus.

NOTE: This does not guarantee that Faculty Affairs will be able to complete required paperwork prior to payroll cutoff.

The target dates are on Faculty Affairs Google Calendar-

<http://www.fresnostate.edu/academics/facultyaffairs/calendars/index.html>

Email us at facultyaffairs@mail.fresnostate.edu