

## EMPLOYMENT AREA /EDC DEADLINES

Deadlines apply only to those transactions that are accurate and complete when submitted.

Note: If a deadline falls on a non-working day, the document must be received the last working day prior to the deadline.

	Posting	New Hire/Re- Hire(including hiring proposals, e-pan)	Separation/Job Ends	Leaves	Job Extensions	Revisions (appointment percent changes, salary changes, etc.)	Non-Standard Payments
<b>HSC Faculty Contracts Office</b>	7 business days prior to posting begin date	20 business days prior to start date	Regular Faculty- 1 month prior to resignation/retirement for processing. * Per contract or School/College/Unit policy the faculty will need to provide more notice.	Regular Faculty-1 month prior to leave date	3rd day of the month for payment at the end of the month	3rd day of the month for payment at the end of the month	Please visit our website for deadlines: <a href="https://hsc.unm.edu/about/administrative-departments/faculty-contracts/">https://hsc.unm.edu/about/administrative-departments/faculty-contracts/</a>

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