

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.

	Recruitment Postings	NewHires/Re-Hires (including UNMJobs offer details, TPTs, Post Docs, etc)	Separation/Job Ends	Leaves	Job Extensions	Revisions (appointment percent changes, salary changes, etc.)	Non-Standard Payments
HSC Faculty Contracts Office	7 business days prior to desired posting date	20 business days prior to start date	EPAF submitted one month prior to resignation/retirement for processing.	One month prior to leave start date	10 business days prior to start date	3rd day of the month for payment at the end of the month	The 3rd of the month, if on the weekend the Friday before. June, July and December will be earlier. Please see our website for exact dates: https://hsc.unm.edu/about/administrative-departments/faculty-contracts/

Last Updated: 07/28/2026

