

**DIVISION OF HUMAN RESOURCES CALENDAR OF DUE DATES:**

Appointment of All New Hires.....	7 Work Days Prior to Start Date*
Continuing Per Diem, Temps, Student Appointments.....	10 Work Days Prior to Start Date*
Notification of Canceled Adjunct Faculty Appointment.....	14 days Prior To Start of Class
PAR Initial Agreement.....	February 15, 2016
Anticipated Hires List For April BOT Meeting.....	March 11, 2016
Teaching Appt. - Managers/Professional Staff (Summer Sessions).....	April 15, 2016
Tuition Waiver Application (Summer Sessions).....	April 15, 2016
Adjunct Faculty/Visiting Spec Appointments (Summer Sessions).....	April 25, 2016
Anticipated Hires List for June BOT Meeting.....	May 6, 2016
Anticipated Hires List for July BOT Meeting.....	June 24, 2016
PAR Interim Evaluation.....	July 15, 2016
Anticipated Hires List for September BOT Meeting.....	August 12, 2016
Adjunct Faculty/Visiting Spec Appointments (Fall Semester).....	August 15, 2016
Teaching Appt. - Managers/Prof. Staff (Fall Semester).....	August 15, 2016
Tuition Waiver Application (Fall Semester).....	August 15, 2016
Benefits Open Enrollment.....	October 2016
Adjunct Faculty/Visiting Spec Appointments (Winter 2016).....	December 5, 2016
Teaching Appt. - Managers/Prof. Staff (Winter 2016).....	December 5, 2016
Tuition Waiver Application (Winter 2016).....	December 5, 2016
Adjunct Faculty/Visiting Spec Appointments (Spring 2017).....	January 6, 2017
Teaching Appt. - Managers/Prof Staff (Spring 2017).....	January 6, 2017
Tuition Waiver Application (Spring 2017).....	January 6, 2017
PAR Final Evaluation.....	January 15, 2017

Student Time Sheets

<http://www.montclair.edu/human-resources/resources/forms/student/>

Temporary Employee Time Sheets

<http://www.montclair.edu/human-resources/resources/forms/temporary-employees/>

\* Emergency appointments will be handled on an exception basis.