<table>
<thead>
<tr>
<th>SCHEDULE FOR SUMMER TERM AND/OR ANY ONE OF THREE (3) SESSION APPOINTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW EMPLOYEE OR EXISTING EMPLOYEE</strong></td>
</tr>
<tr>
<td><strong>APPOINTMENT FORM / EMPLOYEE RECORD</strong></td>
</tr>
</tbody>
</table>

**Summer Term and/or 12 Week Session**

- **Summer Term**
  - 05/04/2015 – 08/01/2015
  - 12 Week Session
    - 05/11/2015 - 08/01/2015
  - Pay End Date: 05/31/2015, 06/30/2015, 07/31/2015

  - Earning Element: Four Mo. Summer Term, Three Mo. Summer Term, Summer Term Extension
  - Due in Faculty Records: 04/06/2015

  **New Employee:** Complete entire Appointment form.
  **Existing Employee:** Complete Employee Record by updating the earning element name field. Sub code to be used on the May 2015– August 2015 online SPAR, generated on 05/05/2015:

<table>
<thead>
<tr>
<th>Sub code for:</th>
<th>Reg. Full Time</th>
<th>Reg. Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Faculty</td>
<td>5010</td>
<td>5060</td>
</tr>
<tr>
<td>Non Medical Faculty</td>
<td>5110</td>
<td>5160</td>
</tr>
<tr>
<td>Research Associates</td>
<td>5200</td>
<td>5250</td>
</tr>
<tr>
<td>TAs TFs and GSA's</td>
<td>5610</td>
<td>----</td>
</tr>
</tbody>
</table>

**4 Week Sessions**

- #1 Session
  - 05/11/2015 - 06/06/2015
  - Pay End Date: 05/31/2015

  - Earning Element: Four Week Session
  - Due in Faculty Records: 04/10/2015

- #2 Session
  - 06/08/2015 - 07/02/2015
  - Pay End Date: 06/30/2015

  - Earning Element: Four Week Session
  - Due in Faculty Records: 05/11/2015

- #3 Session
  - 07/06/2015 - 08/01/2015
  - Pay End Date: 07/31/2015

  - Earning Element: Four Week Session
  - Due in Faculty Records: 06/08/2015

**6 Week Sessions**

- #1 Session
  - 05/11/2015 - 06/20/2015
  - Pay End Date: 05/31/2015 and 06/30/2015

  - Earning Element: Six Week Session
  - Due in Faculty Records: 04/10/2015

- #2 Session
  - 06/22/2015 - 08/01/2015
  - Pay End Date: 06/30/2015 and 07/31/2015

  - Earning Element: Six Week Session
  - Due in Faculty Records: 05/18/2015

  **New Employee:** Complete entire Appointment form.
  **Existing Employee:** Complete Employee Record by updating the earning element name field. Sub code to be used on the May 2015 – August 2015 online SPAR, generated on 05/05/2015:

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<tbody>
<tr>
<td>Medical Faculty</td>
<td>5011</td>
<td>5061</td>
</tr>
<tr>
<td>Non Medical Faculty</td>
<td>5111</td>
<td>5161</td>
</tr>
<tr>
<td>Research Associates</td>
<td>5200</td>
<td>5250</td>
</tr>
<tr>
<td>TAs TFs and GSA's</td>
<td>5611</td>
<td>----</td>
</tr>
</tbody>
</table>