

## **Contract reminders: Faculty elections deadline, summer contracts** <sup>[1]</sup>

June 6, 2018 by [Employee Services](#) <sup>[2]</sup>

If you'll be completing contracts this summer, review these reminders about the faculty elections deadline and summer contracts:

- To prevent an error on Contract Details page creation, **do not** add school schedules to summer contracts.
- If you need the faculty election form for professors who wish to change their academic year election, please contact your Human Resources department. This form should be returned to the same department, as they will send their spreadsheet directly to Employee Services by **July 15**.

For additional contract resources, visit the [Contract Pay section of the HCM website](#) <sup>[3]</sup>.

[Contract pay](#) <sup>[4]</sup>, [Contracts](#) <sup>[5]</sup>, [Summer Contracts](#) <sup>[6]</sup>, [Faculty Elections](#) <sup>[7]</sup>

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