

University Enterprises, Inc.
Additional Employment Reporting Submission Dates

Reports for the time periods outlined below will be sent to Academic Affairs (Office of Faculty Advancement) by the specified submission dates.

Submission Date

Reporting Periods

	ACADEMIC YEAR FACULTY	12 MONTH FACULTY, MPP & STAFF
February 15th annually	Current academic year through January 15	1. Prior calendar year
		2. Current calendar year through Jan 15
June 30th annually	Current academic year – fall, winter break, and spring through May 31	1. Prior calendar year
		2. Current calendar year through May 31
September 30th	Prior academic year – fall, winter break, spring, and summer through August 31	1. Prior calendar year 2. Current calendar year through Aug 31

Also see:

- [Outside & Additional Employment Policy for Management Personnel Plan Employees](#)
- [University Additional Employment Policy HRS-0101](#)