

# Academic Affairs Division

## Guidelines & Due Dates for NOE Submission

### FALL 2021

*Human Resources Requirement:*  
 All NOE's for new hires or newly assigned activity should be approved by VPAA and HR prior to start date

**Timeline for NOE Submittal**  
 Please submit in a timely manner to ensure documents are submitted by the due dates listed

**COURSE RELATED**

Submission Dates to OVPAA	NOE Type	Submission Dates to HR
Before the semester starts	- Chair Stipend (9/1/21-5/31/22)	Before the semester starts
Before the assignment or work begins	- Direct Wage	Before the assignment or work begins
Not required	- Overload under 11 LHEs	Due to HR by <b>6th</b> Class Day: <b>8/30/2021</b>
Before <b>6th</b> Class Day: <b>8/30/2021</b>	- Overload above 11 LHEs - Overload above 16 LHEs + memo - Adjunct above 10 LHEs - Minimester - CB (7-week term)	Due to HR by <b>8th</b> Class Day: <b>9/1/2021</b>
Before <b>6th</b> Class Day: <b>8/30/2021</b>	- Chair Overload w/ Course Release Form - Assistant Chair - SPA - DCF Coordinator - SPA - Program Coordinator - SPA - Course Coordinator - STP	Due to HR by <b>8th</b> Class Day: <b>9/1/2021</b>
After Census Day: <b>9/09/2021</b>	- Large Class - STP - In-Person Hybrid - STP - DC F2F - STP	Due to HR : <b>9/10/2021</b>
Not required	- Substitution Pay (Adj & Ovl)	Within 3 days after substitution is completed

**SPECIAL ASSIGNMENTS**

<p><b>Special Assignments:</b></p> <ul style="list-style-type: none"> <li>- All Special Assignments must be submitted and pre-approved before assignment starts</li> <li><b>**No exceptions</b></li> <li>- Include memo (listing duties, compensation, clock hours calculation), Argos 1F5 schedule, Weekly hours schedule</li> <li>- FM must review instructional pools to ensure the availability of funds before submitting the NOE</li> </ul>	<b>Pre - Approvals Requested by Department/Division</b>		<b>Pre - Approvals Requested by OVPAA</b>	
	<b>New Title</b>	<b>Title Listed in Pay Plan</b>	<b>New Title</b>	<b>Title Listed in Pay Plan</b>
	Supervisor Dean Vice President President HR	Supervisor Dean Vice President HR	Supervisor-(VP) Vice President President HR	Supervisor-(VP) Vice President President HR
	<i>*Refer to Pay Plan</i>			
<p><b>Grant Activities:</b></p> <ul style="list-style-type: none"> <li>- Before the beginning of the following semester and before the assignment or work begins</li> <li>- Must follow all grant procedures</li> <li>- Include all required documents</li> </ul>	<p>Most Grant Activities:</p> <p>HSI Grant:</p> <ul style="list-style-type: none"> <li>- Focus Academy</li> <li>- Lead Faculty Advisors</li> </ul>	<p>Payment ongoing:</p> <ul style="list-style-type: none"> <li>- Throughout the grant period if certification forms are completed and approved</li> </ul> <p>HSI Grant:</p> <ul style="list-style-type: none"> <li>- Payment upon completion of stated activities</li> </ul>		

\* HR must receive NOE's before the 15th of each month in order to be budget approved and processed for current month's payroll

Refer to FY22 Pay Plan for more information