

Academic Affairs Division

Guidelines & Due Dates for Submission of NOE to VPAA Office

Human Resources Requirement:

All NOEs for **new hires** or **newly assigned activity** should be submitted to VPAA and HR prior to start date

Timeline for NOE Submittal Please allow time for attaining approvals		
Submission Dates to Office of VPAA	NOE Type	Submission Date to HR for monthly payroll
Before beginning of the following semester and before the assignment or work begins.	-Assistant Dean -Direct Wage	Before beginning of the following semester and before the assignment or work begins.
Before 2nd Class day	-Overload 11+ LHEs -Adjunct 10+ LHEs - Minimester - CB (7 week term)	Due to HR by 5 th Class day
By the 5th Class day	-Department/Program Chair -Assistant Chair	VPAA has to sign by 5 th Class Day Due to HR by 15 th of each month
After Census Day 12th class day	-Large Class -Dual Credit Faculty	Due to HR by 15 th of each month
Within 1 week after faculty substitution is completed. (If substitute pay increases the faculty overload pay above 11 LHEs)	Substitution Pay (Adj/Ovl)	Within 1 week after faculty substitution is completed.
Pre-Approval of Dean/VPAA/HR Director/President is required before the assignment and the activities begin. - Financial Manager has to confirm the availability of funds before submitting the request for assignment.	Group 1: - Special Assignments - Interim Administrator Group 2: - Program Development - Core Objective Taskforce	Group 1: - Payment on going Group 2: - Payment upon completion of stated activities
Grant Activities Before beginning of the following semester and before the assignment or work begins. - Commitment Form - NOE - Memo from the Dean	Most Grant Activities HSI Grant: - FOCUS Academy - Lead Faculty Advisors	Payment ongoing - Throughout the grant period if commitment forms are completed and approved HSI grant - Payment upon completion of stated activities