



If an employee does not get a Summer Hire Report generated, please provide them with an appointment letter. MoU template may be used for instructional appointments.

Summer Session Codes and Corresponding Dates are found at:
<https://registrar.wisc.edu/sessioncodes/>

Before Hire of AS/FA for Summer, confirm if any Temporary Base Adjustments are removed or are supposed to remain before JEMS Hire

Add TL Security for Summer Position for WRS employees that need to submit leave reports