



OFFICE OF
EMPLOYEE SERVICES

Spring 2026 IMPORTANT DATES & DEADLINES



Student Employment

Performance Evaluations

- Opens on November 17, 2025
- Due December 5, 2025
- Students hired on/before September 5, 2025
- Click here to access the [Student Evaluation Form](#)

Employee Separations

- Submit Workday process by December 10, 2025

Student Employment Hire and Change Request Form

- Earliest Hire Date After Holiday Break – January 9, 2026
- Request effective January 9 – January 16. Must be submitted by December 15*

Subject to change based on required background check & I-9 completion



Faculty

Hire Packets

- Submit hire packets by December 12, 2025

Data Changes

- Submit Workday process by January 9, 2026
- Payroll Deadline: January 22, 2026



Staff

Earliest Hire Date After Holiday Break – January 12, 2026

- Submit hire packets by December 12, 2025
- Candidates must accept by December 19, 2025, to be hired by January 12, 2026

FOR MORE INFORMATION CONTACT:

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