

Reminder of DASH Hire Dates and Processing Deadlines for Fall 2025

As we gear up for another exciting fall academic semester, the Office of Human Resources would like to share critical DASH reminders regarding start dates and hiring deadlines for hiring new and returning temporary staff and adjunct faculty, students, and graduate assistants.

Student Workers and Temporary Staff (Non-exempt/Hourly/Biweekly-paid)New Hires

Non-exempt new hires must have a start date aligning with the start of a new bi-weekly pay period.

- **DASH New Hire Start Dates for August-September:**
 - Monday, August 11
 - Monday, August 25
 - Monday, September 8
 - Monday, September 22
- All new hires must be fully processed in DASH by 5pm on the start date options listed above.
- If new hires are not fully processed in DASH by 5pm on the start date options above, start date must be delayed until the start of the next bi-weekly pay period. Employees are not permitted to have work hours scheduled prior to official start dates.
- It is important to note that the first day of classes on Monday, August 18 occurs outside of a bi-weekly pay cycle start date. Students hired to begin work August 18 must be fully processed in DASH by 5pm on Monday, August 11. DASH timecards cannot be generated mid-pay period for hires.
- Hires will only be processed in DASH by Human Resources once the required I-9 e-verification procedures are complete. The I-9 verification process has not changed.

- Hires should be instructed to complete Section 1 of the I-9 on or before their start date (e.g., August 11, August 25, September 8, September 22, etc.).
- The hiring department will need to complete Section 2 in the Equifax system and attach documentation of employment eligibility.

Returning Student Workers and Temporary Staff

- Returning Student Workers and Temporary Staff with active DASH assignments in a recurring Home Department may establish a start date on any date.
- Returning Student Workers and Temporary Staff with new assignments being added in new departments in Fall 2025 must have assignments initiated and fully processed in alignment with the start of each bi-weekly pay periods noted above.

Adjunct Faculty (Temporary/Monthly-paid)

DASH Start Date for new or returning adjunct faculty: Monday, September 1

- All adjunct faculty should have an established start date of September 1.
- All adjunct hires must be fully processed in DASH by 5pm on Monday, September 15 to align with the monthly payroll deadline.
- If hires are not completed in DASH by 5pm on the 15th, it will result in non-payment for September.
- Hires will only be processed in DASH by Human Resources once the required I-9 e-verification procedures are complete. The I-9 verification process has not changed.
 - Adjunct hires should be instructed to complete Section 1 of the I-9 on or before their September 1 start date.
 - The hiring department will need to complete Section 2 in the Equifax system and attach documentation of employment eligibility.

Graduate Assistants (Student/Monthly-paid)

DASH Start Date for new or returning Graduate Assistants: Monday, September 1

- All Graduate Assistants should have an established start date of September 1.
- All hires must be fully processed in DASH by 5pm on Monday, September 15 to align with the monthly payroll deadline.

- If hires are not completed in DASH by 5pm on the 15th, it will result in non-payment for September.
- Hires will only be processed in DASH by Human Resources once the required I-9 e-verification procedures are complete. The I-9 verification process has not changed.
 - Hires should be instructed to complete Section 1 of the I-9 on or before their September 1 start date.
 - The hiring department will need to complete Section 2 in the Equifax system and attach documentation of employment eligibility.

FWS/ASSP Work Study Students

Returning FWS/ASSP Work Study Students

- Returning work study students will have official start dates established as August 11 in DASH, but may not begin working until August 18, the first day of classes.
- Returning work study students do not need to complete a new application in the [JobX Student Employment System](#).

New FWS/ASSP Hires

- New FWS and ASSP hires will have official start dates established as August 25.
- All new FWS and ASSP hires must apply for a specific position in the [JobX Student Employment System](#).

Federal Work Study hires are managed by the Office of Financial Aid. Questions should be referred to workstudy@utc.edu.

Hiring Process for Student, Graduate Assistant, and Temporary Employees

1. [How to Create a Student, Graduate Assistant or Temporary Requisition in DASH](#)
2. [How to Hire a Student, Graduate Assistant or Temporary Position in DASH](#)

The [HR Procedures](#) webpage has been updated to reflect the new hiring process for temporary staff and adjunct faculty, students, and graduate assistants.

HR will continue to accept printed new hire paperwork for students, graduate assistants, and temporary hires through the Fall 2025 semester. No manual entries will be processed for the Spring 2026 semester.

HR DASH Office Hours

Human Resources will host DASH Office Hours to address questions and assist with hiring procedures on the following dates:

- Monday, August 11
9:30 –11:00am
UTC Library, Computer Lab 201
- Monday, August 25
9:30-11:00am
540 McCallie Building, Computer Lab 377

Questions may be directed to UTCHumanResources@utc.edu or (423) 425-4221. Thanks.