The Summer Session office records enrollment numbers on pre-selected snapshot dates for payroll purposes.

The first snapshot for Summer Session I and Special Summer Session courses is **Wednesday, June 6**. A report outlining these enrollment numbers will be posted to the Summer Session website by the end of the week, under Enrollment Reports.

The first snapshot for Summer Session 2 is **Wednesday, July 11**.

**Academic Appointment Freeze: June 6 – June 16**

Friendly reminder – please do not enter any Summer Session academic appointments during the PPS freeze dates.

If you change anything in PPS for academics during the freeze, their salary will not increase with the automatic range adjustment and your department will have to enter their increase manually.

Graduate student appointments for Summer Session 2018 are excluded from this freeze.

**Payroll Worksheets for Summer Faculty Appointments: Coming Soon!**

**Session I & July Special Sessions**

- **June 18th** – Preliminary worksheet with full vs contingent salaries
- **July 16th** – Final worksheet with final salaries & all bonuses added

**Session II & August Special Sessions**

- **July 23rd** – Preliminary worksheet with full vs contingent salaries
- **August 16th** – Final worksheet with final salaries & all bonuses added

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu or x25064

**Summer Recreation Passes: Now Available**

Registered Summer Session students get access to the campus gyms by paying their campus-based fees tied to their summer tuition. Registration is now open for Summer Passes with UCSD Recreation for faculty, students, and staff. You can visit their website for a complete listing of their classes and programs or call (858) 534-3557.

Need More Information? *** Visit us online at: [http://summer.ucsd.edu](http://summer.ucsd.edu) or email us directly at summer@ucsd.edu ***

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