



Memo



TO: CUPE EAs, SSWs, EIs, etc..

FROM: Vanessa A. Lysne, Human Resources Manager

DATE: Thursday, June 9, 2022

RE: **EA Assignment DEADLINE TODAY**

Friendly reminder for EA's applying for positions in the 2022/2023 EA Assignment process. All notices, memos and electronic instructions went out in a timely manner to allow for reasonable time to complete this process for positions for 2022/2023.

Today at 10:00am sharp the system will not allow any further changes, no exceptions. Anyone who has not completed the process and has their position claimed and has not entered any other choices for positions will be placed on the casual list.

It is a good practice to check under **Things I Can Do**, and click **My Position Status**, scroll down and you will see all the positions you selected and in your preference order. You can change the order here too using the up/down arrows on the right. What is listed here is what has been submitted to the system.

Good luck everyone!