Summer 2011 Semester Employment Information for GAs

Last Day to Work for Spring: May 13.

Last Pay Date for Spring: For AAs/PSAs – May 20; for RAs/TAs/GTFs – May 31 (refer to the online payroll calendar).

Pay Dates for Summer: For AAs/PSAs – June 16, then every other Thursday; for RAs/TAs/GTFs – June 30 and July 28 (refer to the online payroll calendar).

Additional Duties: Additional duty forms are on the HR website. These must be completed for all GAs working during the break and forwarded to your department head for approval by the end of the day Friday, May 13. Dates for additional duties are May 16 through May 31. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the previous spring and following summer semesters. For those who clock, the pay rate must be the same as during the spring semester. Funds for additional duties must come from your budget.

Exit Check-out Forms: Must be completed for all GAs who will not return as GAs. Forms are generated in the department and the department will sign off on section one. GAs who have keys must take the form and the keys to Physical Plant where Physical Plant will sign off that keys have been returned. HR will complete the remainder of the form. If the form is not completed and received by HR by Friday, May 13, checks and transcripts may be held. The department must also verify that the student has certified his/her time or obtain a signed form from the GA for Payroll to certify their time.

PeopleAdmin Hiring Procedure: See the PeopleAdmin instructions.

Minimum Course Hours Required for Summer: Three for citizen students, six for international students.

Summer Semester Dates: Wednesday, June 1, through Wednesday, July 27. These are mandatory work dates.

Summer Work Hours: GAs must work 20 hours a week during the summer semester, including those taking term classes.

Telephone Verification of Personal References: Must be completed by the hiring department for all new GAs, including international, and forwarded to HR. HR will verify previous employment.

Orientation: Mandatory for all new GAs. Departments must advise GAs that an orientation session will be held Wednesday, June 1, at 9 a.m. in UC133. Departments must advise their GAs that they MUST bring the original and a XEROX copy of their Social Security cards, driver’s licenses and checks from their own checking accounts for direct deposit. International students MUST bring the original and a XEROX copy of their passports (all pages with notations), visas, I-94s, and I-20s. GAs will not be processed for pay until all documentation is presented.

Work Permits: International students must obtain work permits each semester and present them to HR before beginning work.

Social Security Card: Citizen GAs will not be processed for pay until the original Social Security card is received in HR. International GAs will be eligible to apply for SS cards after they have been in the United States ten days—these cards may not be received for several weeks but the GA is eligible to work.

Clocking: AAs and PSAs must clock.