Spring 2007 Semester Employment Information for GAs

DEPARTMENTS MAY SUBMIT ROEs FOR SPRING NOW

Last Day to Work for Fall:  December 8, 2006.

Additional Duties:  5.01P forms are on the HR website (choose Graduate Program, choose forms, choose 5.01P). These must be completed and approved in advance. Dates GAs can perform additional duties are December 11 through January 5.

Exit Check-out Forms:  Must be completed for all GAs who will not be returning as GAs. Forms are on the HR website (choose Graduate Program, choose forms, choose exit form). Forms are generated in the department and the department will sign off on section 1. The student must take the form to Physical Plant where they will sign off that keys have been returned, if keys were issued. HR will complete the remainder of the form. If the form is not completed and received in HR by Friday, December 8, checks and transcripts will be held. This could be a problem for GAs, especially those leaving town, since checks will not be available until January 2. 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.

Recommendation of Employment (ROE):  Forms are available on the HR web site. Indicate the telephone number, building and room number where the student can be reached. Applications and pre-applications for new GAs must be attached to the ROE and forwarded to Dr. Kurtz for his approval.

Spring Semester Dates:  Monday, January 8, through Friday, May 11.

Spring Semester Salary:  Minimum - $2,200.

Application/Pre-applications:  The department must obtain an application and a pre-application for new GAs. These must be attached to the ROE.

References:  References must be checked by the hiring department. A reference check form is available on the HR Graduate Program website.

Telephone Verification of Employment (TVE):  HR will complete the previous employment verification. Because of the large number of new GAs each semester, verifying previous employment may not be completed in a short time frame. Departments will be notified when the verification is complete and the GA can begin working.

Orientation:  Mandatory for all new GAs. An orientation session will be held Monday, January 8, at 9 a.m. in UC133. Please advise your GAs that they MUST bring the original and a XEROX copy of their social security cards and driver’s licenses and a check from their own checking account for direct deposit. International students MUST also bring the original and a XEROX copy of their passport (all pages with notations), visa, I-94, I-20 and a work permit from Josie Mercante. GAs will not be processed for pay until all documents are presented to HR.

Pay dates:  GTFs and RAs are paid the last working day of each month EXCEPT January. The January check will be paid February 15. AAs and TAs are paid bi-weekly. Refer to the online payroll calendar for dates.

Work Permits:  International students must obtain a work permit each semester from Josie Mercante and present it to HR before beginning work.

Social Security Number:  Citizen GAs will not be processed for pay until a social security card is presented. Because of new Social Security Administration guidelines for international GAs, their cards may be delayed one to three months. GAs without a social security number will not be able to clock—a manual time sheet must be maintained by the employing department for those on the bi-weekly pay.