Summer 2007 Semester Employment Information for GAs

DEPARTMENTS MAY NOW SUBMIT ROEs FOR SUMMER

Last Day to Work for Spring:  May 11.

Last Pay Date for Spring:  For AAs/TAs – May 25; for RAs/GTFs – May 31.

Additional Duties:  5.01P forms are on the HR website.  These must be completed and approved in advance. Dates GAs can perform additional duties are May 13 through June 2.  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.

Exit Check-out Forms:  Must be completed for all GAs who will not be returning as GAs.  Forms are generated in the department and the department will sign off on section one.  The student must take the form to physical plant where they 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 11, checks and transcripts will be held. This could be a problem for GAs, especially those leaving town.  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.

Minimum Course Hours required for Summer:  three.

Recommendation of Employment.  Use the online form which indicates the GAs' timekeeper and TimeCentre supervisor.  Indicate the telephone number, building and room number where the student can be reached.  Apps, pre-apps and TVEs for new GAs must be attached to the ROE and forwarded to Dr. Kurtz for his approval.

Summer Semester Dates:  Monday, June 4, through Friday, July 27.  These are mandatory work dates.

Summer Semester Salary:  Minimum - $1100 paid on an hourly basis for the actual hours worked.

Application/Pre-app:  Must be obtained by the hiring department and attached to the ROE.

Telephone Verification of Personal References:  Must be completed by the hiring department for all new GAs, including international.  The TVPR must be attached to the ROE.

Orientation:  Mandatory for all new GAs.  An orientation session will be held Monday, June 4, 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 documentation is presented.

Pay dates:  For GTFs and RAs - Last working day of each month.  For AAs and TAs - Refer to the online payroll calendar for dates (http://www2.selu.edu/Administration/Depts/Controller).

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.  International GAs will apply for a social security card at the international student orientation presented by Josie Mercante.