Fall 2017 Employment Information for GAs

**Last Day to Work for Summer:** July 25, 2017.

**Last Pay Date for Summer:** For AAs/PSAs – August 4; for RAs/TAs/GTFs – July 31 (refer to the online payroll calendar).

**Additional Duties:** Additional duty forms are available on the HR web page at [http://www.southeastern.edu/admin/hr/forms/assets/additionaldutiesgahra.doc](http://www.southeastern.edu/admin/hr/forms/assets/additionaldutiesgahra.doc). These must be completed for all GAs working during the break and forwarded to HR by the end of the day Thursday, July 20. Dates for additional duties are July 26, 2017 through August 15, 2017. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the summer and fall semesters. For those who clock, the pay rate must be the same as during the summer semester. ***A budget adjustment form or confirmation from the Budget Department that funds are available must be attached to the additional duties form. Additional duties forms turned in without the budget confirmation or budget adjustment form WILL NOT BE PROCESSED.***

**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 Tuesday, July 26, 2016, checks and transcripts may be held.

**Fall Semester Dates:** Mandatory work dates are Monday, August 14, through Monday, December 11.

**Minimum Course Hours Required for Fall:** Six for citizen students; nine for international students.

**Pay Dates for Fall:** For AAs/PSAs – September 1, then every other Friday; for RAs/TAs/GTFs – September 15th, then the last working day of each month (refer to the online payroll calendar).

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

**Orientation:** Mandatory for all first-time GAs. Hiring departments must advise GAs that an orientation session will be held Monday, August 14 at 9:00 a.m. in the Student Union Room 2207 and that those attending MUST bring the ORIGINAL and a XEROX copy of their Social Security cards and driver’s licenses as well as 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, I-20s, work permits and Social Security cards. GAs will not be processed for pay until all documentation is presented.

**Work Permits:** International students must obtain and provide to HR a work permit each semester 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 cannot apply for SS cards until they have been in the United States for ten days. International students are eligible to work prior to receipt of their SS card but must bring the original to HR upon receipt.