Spring 2018
Employment Information for GAs


Last Pay Date for Fall 2017: For AAs/PSAs – December 22, 2017; for RAs/TAs/GTFs – December 15, 2017 (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. These must be completed for all GAs working during the break and forwarded to HR by the end of the day Monday, December 11th. Dates for additional duties are December 12, 2017, through January 5, 2018. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the fall and spring semesters. For those who clock, the pay rate must be the same as during the fall 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 Monday, December 11, 2017, checks and transcripts may be held.

Spring Semester Dates: Mandatory work dates are Monday, January 8th through Friday, May 11th.

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

Pay Dates for Spring: For AAs/PSAs – January 19, 2018, then every other Friday; for RAs/TAs/GTFs – February 15, 2018, 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. Any Personal Reference Form not turned in by January 8, 2018, will result in a delay of processing the GA’s paperwork.

Orientation: Mandatory for all first-time GAs. Hiring departments must advise GAs that an orientation session will be held Monday, January 8, 2018, at 1 p.m. in UC133 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.