

SPRING 2022

Employment Information for GAs

Last Day to Work for Fall 2021: December 21st, 2021

Last Pay Date for Fall 2021:

- For AAs/PSAs – January 7th 2022
- RAs/TAs/GTFs – December 24th, 2021 (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/index.html>. These must be completed for all GAs working during the break and forwarded to Budget Office by the end of the day December 15th. Dates for additional duties are January 4th, 2022, through January 7, 2022 in both the Fall and Spring semesters. For those who clock, the pay rate must be the same as during the fall semester and a timesheet will need to be turned in to HR ***** Additional duties forms turned in without the Budget Department signature WILL NOT BE PROCESSED. Since the student will not be active as an employee in Workday until January 10, 2022, they will not be able to clock in and out. Time must be documented on a timesheet and emailed to HR at HR@southeastern.edu once the additional duties is completed.*****

Exit Check-out Forms: Must be completed for all GAs who will not return as your dept.GA. 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, December 21, 2021, checks may be held.

Spring Semester Dates: Mandatory work dates are Monday, January 10th, through Friday, May 13th. Hiring proposals are required for each semester.

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

Pay Dates for Spring: For AAs/PSAs/RAs/TAs/GTFs – January 21, then every other Friday.

Telephone Verification of Personal References: One must be completed by the hiring department for all new GAs, including international students, and forwarded to HR.

Orientation Mandatory for all first-time GAs and will be given as a Moodle training requirement. Hiring departments must advise GAs to log into their Moodle accounts and complete the training. All onboarding paperwork will be completed in Workday. These documents must be completed by their first day of employment. GAs **MUST bring the ORIGINAL** of their Social Security cards and driver's licenses to the Human Resources Department on or before January 10th. International students **MUST bring the original and a printed 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.