

# FALL 2023

## Employment Information for GAs

**Last Day to Work for Summer 2023:** July 28, 2023.

**Last Pay Date for Summer 2023:** For AAs/PSAs/RAs/TAs/GTFs – August 4<sup>th</sup>, 2023 (refer to the online payroll calendar).

**Additional Duties:** Dates for additional duties are July 29, 2023 through August 6, 2023. 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.

**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 those keys that have been returned. HR will complete the remainder of the form. If the form is not completed and received by HR by Thursday, July 27, checks and transcripts may be held.

**Fall Semester Dates:** Hire date Monday August 7<sup>th</sup>. Mandatory work dates are Monday, August 7<sup>th</sup> through Wednesday, December 4<sup>th</sup>. All GA's will be termed Friday, December 8<sup>th</sup>.

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

**Pay Dates for Fall:** For AAs/PSAs/RAs/TAs/GTFs – August 18, then every other Friday.

**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 August 7, 2023 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, August 7<sup>th</sup> 2023, at 9:00 am at the Student Union, Room 2207. All onboarding paperwork will be completed in Workday. **These documents must be completed by their first day of employment.** GAs **MUST bring their ORIGINAL** Social Security cards and driver's licenses to the Human Resources Department on or before August 7<sup>th</sup>. 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.