

Spring 2023 Employment Information for GAs

Last Day to Work for Fall 2022: December 9, 2022.

Last Pay Date for Fall 2022: For AAs/PSAs/RAs/TAs/GTFs – December 23th, 2022 (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/GAadditionaldutieslion.docx>. These must be completed for all GAs working during the break and forwarded to Budget office by the end of the day Monday, Dec 5th. Dates for additional duties are December 10, 2022 through January 8, 2023 between the Fall and Winter semester. For those who clock, the pay rate must be the same as during the fall semester. *****Since the student will not be active as an employee in Workday until January 9, 2023, 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 duty period is completed. HR will input the information in the system for further processing...*****

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 Thursday December 8, 2022, checks and transcripts may be held.

Spring Semester Dates: Work dates are Monday, January 9th through Friday, May 12th. Graduate Assistants are to be hired in Workday every 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 20, 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. Hiring departments must advise GAs that an orientation session will be held Monday, January 9th 2023, at 9:00 am at the Student Union Mtg Rm 2207. 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 9th. 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.