

Summer 2025 Employment Information for GAs

Last Day to Work for Spring 2025: May 16, 2025.

Last Pay Date for Spring 2025: For AAs/PSAs/RAs/TAs/GTFs – May 23, 2025 (refer to the online payroll calendar).

Working During Semester Break (2 Options):

Dates for semester break are May 17, 2025 through June 1, 2025. To be eligible to work during the semester break, a student must be employed as a GA in both the Spring and Summer semesters.

Option 1: GAs can be hired as student workers during the break. This will give them access to Workday and allow them to be paid timely. They will clock in/out and be paid an hourly rate.

Option 2: GAs can be paid using the additional duty form. If an additional duty form is completed for the break, the student will not be active or have access in Workday. Time must be documented on a [timesheet](#) and emailed to HR@southeastern.edu at the end of the break. GAs will be paid on June 20, 2025, the first check of the Summer Semester. Additional duty forms are available on the HR web page at <https://www.southeastern.edu/admin/hr/forms/>. These must be completed for all GAs working during the break and forwarded to Budget office by the end of the day Monday, May 12th.

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 Monday, May 19th, checks and transcripts may be held.

Summer 2025 Semester Dates: Hire date Monday, June 2nd. Mandatory work dates are Monday, June 2nd through Tuesday, July 29th. All GA's will be termed Friday, August 1st

Minimum Course Hours Required for Summer: Three for citizen students; six for international students.

Pay Dates for Summer: For AAs/PSAs RAs/TAs/GTFs – June 20, 2025, 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 June 2, 2025 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 on Monday, June 2, 2025, 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 June 2nd. 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 a work permit each semester **before beginning work**. Work permits can be obtained from the International Services Office: North Campus Main Bldg, Room 113 Hammond, LA 70402.

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.