

Biweekly Student Employment Timeline Fall 2023	June			July					August				Sept.		
Student Employment Process	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11
Modify Fall Student Positions (if needed)					6/30										
Extend Termination Dates for Active Employees Staying in Current Position							7/14								
Update Pay Group 03C to 03T (only for students in pay group 03C for summer, returning for at least half-time course load in fall)									7/28						
Submit Transfer Requests for Active Employees Changing Positions or Departments									7/28						
Submit Direct Hiring eRequest for New Hires and Rehires										8/4					
Federal Work Study Deadline to Submit Direct Hire eRequest (Start date August 21, 2023 - End date May 3, 2024)*								7/	/4			oilling co		uld be	
Last day a Summer graduating student can work in a student position										8/5					
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)												8/18			
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start)												8	/24		
Student Employee Onboarding Event: August 16-18, 9 a.m4 p.m.												8/16-1	8		
Classes Begin													8/21		
Biweekly Pay Processed												9	/1		
Biweekly Students Paid															9/8



Monthly Student Employment Timeline Fall 2023		Jı	une				Jul	/		August				
Student Employment Process	5	12	19	26	3	10	17	24	31	7	14	21	28	
Modify Fall Student Positions (if needed)					6/30									
Extend Termination Dates for Active Employees Staying in Current Position							7/14		*0	Studente w	rho worked	ac Studer	, t	
Submit Transfer Requests for Active Employees Changing Positions or Departments*								-	7/27 As	ssistants i	in Pay Grou be transfe	ıp 03C ove	rsummer	
Initiate Short Work Break to Return Student Employees Placed on SWB with No Return-to-Work Date (03G Pay Group only)											8/11			
Initiate Student Hiring Record in GradWorks (GW-onboarded units)								7/20						
Submit Direct Hiring eRequest for New Hires and Rehires (non-GradWorks hires)								7/21						
Enter GRA/GTA Waiver Exemption in Banner													8/25	
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)												8/18		
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start)												8	/24	
Student Employee Onboarding Event: August 16-18, 9 a.m4 p.m.												8/16-1	8	
Classes Begin													8/21	
Final Week of Phase II Registration: Ensure Students are Properly Enrolled													8/25	
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)												8/2	8	
Monthly Pay Processed												8	3/24	
Monthly Students Paid												8/	31	