

Monthly Student Employment Timeline Fall 2023

	June				July					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							
Submit Transfer Requests for Active Employees Changing Positions or Departments*				█				7/27						
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.m.-4 p.m.											█		8/16-18	
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)												█		8/28 ◆
Monthly Pay Processed												█		8/24
Monthly Students Paid												█		8/31

**Students who worked as Student Assistants in Pay Group 03C over summer will need to be transferred into their fall graduate positions.*