

Biweekly Student Employment Timeline Spring 2023	November			December				January					
Student Employment Process	7	14	21	28	5	12	19	26	2	9	16	23	30
Modify Spring Student Positions (if needed)				1	1/30								
Extend Termination Dates for Active Employees Staying in Current Position					12/2								
Submit Transfer Requests for Active Employees Changing Positions or Dept.							1	2/23					
Submit Direct Hire eRequest for New Hires and Rehires							1	2/23					
Federal Work Study Deadline to Submit Direct Hire eRequest (FWS student work start and end dates 1/9/23-5/5/23)							12	2/20					
Last day a Fall graduating student can work in a student position								12/23					
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)										1/9			
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)										1,	/12		
Classes Begin											1/9		
Biweekly Pay Processed												1/2	:3
Biweekly Students Paid													1/27



Monthly Student Employment Timeline Spring 2023	November					December				January					
Student Employment Process	7	14	21	28	5	12	19	26	2	9	16	23	30		
Modify Spring Student Positions (if needed)				11	1/30										
Extend Termination Dates for Active Employees Staying in Current Position					12/2										
Submit Transfer Requests for Active Employees Changing Positions or Dept.							12/	20							
Initiate Student Hiring Record in GradWorks (GW-onboarded units)						12	2/15								
Submit Direct Hire eRequest for New Hires and Rehires (non-GradWorks hires)							12/	20							
Enter GRA/GTA Waiver Exemption in Banner										1	/13				
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)										1/9					
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)										1.	/12				
Classes Begin										\	1/9				
Final Week of Phase II Registration: Ensure Students are Properly Enrolled										1	/13				
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)												1/17			
Biweekly Pay Processed											1/	/18			
Biweekly Students Paid													1/31		