

Monthly Student Employment Timeline Summer 2023

	March				April				May					
Student Employment Process	6	13	20	27	3	10	17	24	1	8	15	22	29	
Modify Summer Student Positions (if needed)	█			3/24										
Extend Termination Dates for Active Employees Staying in Current Position	█								4/25					
Submit Transfer Requests for Active Employees Changing Positions or Departments				█				4/25						
Transfer Student to Hourly Student Assistant Position in 03C Pay Group (only for students taking a reduced course load)				█				4/25						
Initiate Short Work Break for Current Student Employees Not Working in the Summer but Returning in the Fall (03G Pay Group only)			█					4/28						
Initiate Student Hiring Record in GradWorks (GW-onboarded units)	█						4/19							
Submit Direct Hiring eRequest for New Hires and Rehires (non-GradWorks hires)				█				4/25						
Enter GRA/GTA Waiver Exemption in Banner				█							5/19			
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)					█						5/15			
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start)									█		5/18			
Classes Begin											◆	5/15		
Final Week of Phase II Registration: Ensure Students are Properly Enrolled										█		5/19		
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)												◆	5/22	
Monthly Pay Processed												█	5/23	
Monthly Students Paid													█	5/31