Fall Student Hiring Timeline

- **Jul**
  - Create/Modify Fall Student Positions in OneUSG Connect

- **Aug**
  - On-Demand Student Transaction Webinars Available
  - Direct Hire Form Submitted and Approved by Levels 1&2 (Due 7/23 for Bi-weekly New Hires/Rehires starting week of 8/17)
  - Direct Hire Form Submitted and Approved by Levels 1&2 (Due 7/29 for Monthly New Hires/Rehires)
  - Transfer Request Submitted for Active Employees
  - Graduate Student Employee Transactions Live Webinar (Week of 7/13)
  - Non-Graduate Student Employee Transactions Live Webinar (Week of 7/20)

- **Sep**
  - New Hires Complete Equifax Compliance Center Documents (No later than 8/8)
  - GRA/GTA Hiring Cutoff to make the 8/31 August Monthly Payroll: 8/3
    - Bi-weekly Pay Processed: 8/10 (Payday 8/14)
  - New Hires Complete I-9 Section 2 in Person (Grad Hiring Event 8/12-14)
    - Bi-weekly Payroll Date: 8/14
  - Monthly Payroll Processed: 8/19
  - Deadline for GRA/GTA Hires to be Initiated + Deadline for GRA/GTA Tuition Waiver Entry in Banner: 8/21
    - Bi-weekly Pay Processed: 8/24 (Payday 8/28)
  - Bi-weekly Payroll Date: 8/28
  - Monthly Payroll Date: 8/31
    - Bi-weekly Pay Processed: 9/4 (Payday 9/11)
  - Deadline to Request VPGEFD Approval of Late GRA/GTA Hires: 9/8
    - Bi-weekly Payroll Date: 9/11