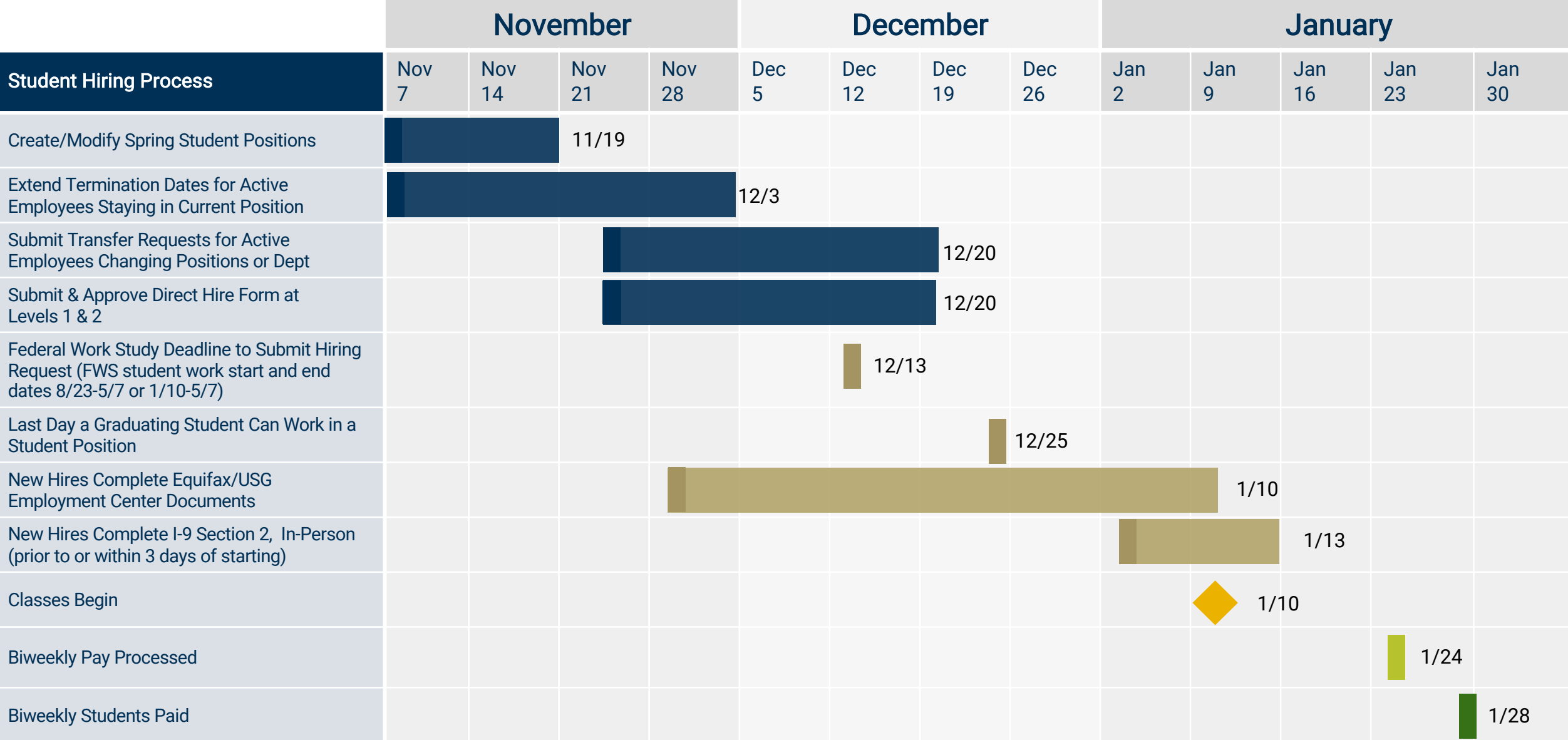


Biweekly Student Hiring Timeline

SPRING 2022

FOR HIRING DEPTS



Monthly Student Hiring Timeline

SPRING 2022

FOR HIRING DEPTS

	November				December				January					
Student Hiring Process	Nov 7	Nov 14	Nov 21	Nov 28	Dec 5	Dec 12	Dec 19	Dec 26	Jan 2	Jan 9	Jan 16	Jan 23	Jan 30	
Create/Modify Spring Student Positions	█		11/19											
Extend Termination Dates for Active Employees Staying in Current Position	█				12/3									
Initiate Student Hiring Record in GradWorks (GW-onboarded units)	█						12/15							
Submit & Approve Direct Hire Form at Levels 1 & 2			█				12/17							
Submit Transfer Requests for Active Employees Changing Positions or Departments			█				12/17							
Enter GRA/GTA Waiver Exemption in Banner	█										1/14			
New Hires Complete Equifax/USG Employment Center Documents (Includes I-9 Section 1)				█						1/10				
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)						█					1/13			
Classes Begin										◆	1/10			
Final Week of Phase II Registration: Ensure Students are Properly Enrolled									█		1/14			
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)											█	1/18		
Monthly Payroll Processed											█	1/19		
Monthly Students Paid													█	1/31