

# Monthly Student Hiring Timeline

## SUMMER 2022

	March				April				May					
Student Hiring Process	Mar 7	Mar 14	Mar 21	Mar 28	Apr 4	Apr 11	Apr 18	Apr 25	May 2	May 9	May 16	May 23	May 30	
Create/Modify Summer Student Positions	█			3/25										
Initiate Student Hiring Record in GradWorks (GW-onboarded units)	█						4/20							
Extend End 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)			█	█					4/29					
Submit & Approve Direct Hire Form at Levels 1 & 2				█	█			4/25						
Enter GRA/GTA Tuition Waivers in Banner				█	█							5/20		
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)					█						5/16			
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)									█			5/19		
Classes Begin											◆	5/16		
Registration/Schedule Change Deadline for Returning Students: Ensure Students are Properly Enrolled										█		5/20		
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)												█	5/23	
Monthly Payroll Processed												█	5/23	
Monthly Students Paid													█	5/31

