

GRADUATE EMPLOYEE

HIRING TIMELINE SPRING 2022



Human Resources

HIRING STEP	November				December				January				
	7	14	21	28	5	12	19	26	2	9	16	23	30
Positions Initiated in Gradworks (check with Hiring Department to confirm whether they use Gradworks and that your position is in progress)	■		11/16										
Confirm Spring Work Schedule with Hiring Department					■				1/3				
Complete Canvas Student Employee Onboarding Tutorial		■							1/7				
New Hires Complete Equifax/USG Employment Center Documents		■							1/7				
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)						■			1/13				
GRA/GTA Waiver Exemptions Entered in Banner by Hiring Department		■							1/14				
Classes Begin									◆	1/10			
Enroll in Payroll Deductions (optional) - Learn More					■					1/18			
Bursar Office Final Payment Deadline for Spring Classes										◆	1/18		
Biweekly Pay Processed (Hourly GAs)											■	1/24	
Biweekly Employees Paid												■	1/28
Monthly Pay Processed (GRAs, GTAs, Monthly GAs)											■	1/19	
Monthly Employees Paid												■	1/31