

# Monthly Student Hiring Timeline Fall 2021

	June			July				August					
Student Hiring Process	June 13	June 20	June 27	July 4	July 11	July 18	July 25	Aug 1	Aug 8	Aug 15	Aug 22	Aug 29	
Create/Modify Fall Student Positions	■			7/2									
Extend Termination Dates for Active Employees Staying in Current Position	■					7/16							
Initiate Student Hiring Record in GradWorks (GW-onboarded units)	■						7/28						
Submit & Approve Direct Hire Form at Levels 1 & 2			■	■			7/23						
Submit Transfer Requests for Active Employees Changing Positions or Departments*			■	■			7/23	* Students who worked as Student Assistants in Pay Group 03C over summer will need to be transferred into their fall graduate positions.					
Enter GRA/GTA Waiver Exemption in Banner				■	■							8/27	
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)					■	■					8/19		
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)								■	■			8/23	
Student Employee Onboarding Event <i>(Formerly known as GradHiring)</i> August 18-20 9 a.m.-4 p.m.										■	■	8/20	
Classes Begin											◆	8/23	
Final Week of Phase II Registration: Ensure Students are Properly Enrolled											■	8/27	
GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)												■	8/30
Monthly Payroll Processed											■	8/24	
Monthly Students Paid												■	8/31

# Biweekly Student Hiring Timeline

## FALL 2021

	June			July				August					September		
Student Hiring Process	June 13	June 20	June 27	July 4	July 11	July 18	July 25	Aug 1	Aug 8	Aug 15	Aug 22	Aug 29	Sept 5	Sept 12	
Create/Modify Fall Student Positions	■			7/2											
Extend Termination Dates for Active Employees Staying in Current Position	■				7/16										
Submit Transfer Requests for Active Employees Changing Positions or Dept.				■	■			7/30							
Update Pay Group 03C to 03T (only for students in pay group 03C for summer, returning for at least half-time course load in fall)				■	■			7/30							
Submit & Approve Direct Hire Form at Levels 1 & 2				■	■				8/6						
Federal Work Study Deadline to Submit Hiring Request (FWS student work start and end dates 8/23-12/18 or 8/23 to 5/7)							■ 7/26	<i>*New fiscal year billing code should be used for fall FWS positions.</i>							
Last day a summer graduating student can work in a student position								■ 8/6							
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)					■	■						8/23			
New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)								■	■			8/26			
Student Employee Onboarding Event August 18, 19, and 20 9 a.m.- 4 p.m.										■	8/20				
Classes Begin											◆	8/23			
Biweekly Pay Processed												■	9/3		
Biweekly Students Paid													■	9/10	