

Spring 2010 Semester Employment Information for GAs

Last Day to Work for Fall: December 11

Last Pay Date for Fall: For AAs/PSAs – December 17; for RAs/TAs/GTFs – December 31 (refer to the online payroll calendar).

Additional Duties: Additional duty forms are on the HR website. These must be completed for all GAs working during the break, including those making up missed time, and forwarded to Dr. Ainsworth for approval by the end of the day Friday, December 11. Dates for additional duties are December 13 through January 9. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the semester prior to and the semester following the break. For those who clock, the pay rate must be the same for additional duties as for the fall semester.

Student Worker Positions: Due to overlapping payrolls, current GAs who will return as GAs in the spring cannot work as student workers during the break and first-time GAs must not have student worker hours in January.

Exit Check-out Forms: Must be completed for all GAs who will not return as GAs. Forms are generated in the department and the department will sign off on section one. GAs who have keys must take the form and the keys to Physical Plant where Physical Plant will sign off that keys have been returned. HR will complete the remainder of the form. If the form is not completed and received by HR by Friday, December 11, checks and transcripts may be held.

Certify Time: Departments must verify that GAs have certified their time. If a GA will not be available to certify, the department may obtain a signed authorization from the GA that will allow Payroll to certify.

Spring Semester Dates: Monday, January 11, through Friday, May 14. These are mandatory work dates.

Minimum Course Hours Required for Spring: Six.

Pay Dates for Spring: For AAs/PSAs – January 29, then every other Friday; for RAs/TAs/GTFs – February 15, then the last working days of January through May (refer to the online payroll calendar).

Telephone Verification of Personal References: Must be completed by the hiring department for all new GAs, including international students, and forwarded to HR. HR will verify previous employment.

Orientation: Mandatory for all first-time GAs. Departments must advise GAs that an orientation session will be held Monday, January 11, at 9 a.m. in UC133 and that they **MUST bring the original and a XEROX copy** of their Social Security cards and driver's licenses as well as checks from their own checking accounts for direct deposit. International students **MUST bring the original and a XEROX copy** of their passports (all pages with notations), visas, I-94s, I-20s and work permits. GAs will not be processed for pay until all documentation is presented.

Work Permits: International students must obtain work permits each semester and present them to HR **before beginning work.**

Social Security Card: Citizen GAs will not be processed for pay until the original Social Security card is received in HR. International GAs cannot apply for SS cards until they have been in the United States for ten days but are eligible to work prior to receipt of their SS card.

Clocking: Because the TimeCentre ID is now the W# preceded by two zeros, all GAs, including international, will be able to clock.