Summer 2024 Employment Information for GAs

Last Day to Work for Spring 2024: May 10, 2024.

Last Pay Date for Spring 2024: For AAs/PSAs/RAs/TAs/GTFs – May 24, 2024 (refer to the online payroll calendar).

Additional Duties: Dates for additional duties are May 11, 2024 through May 25, 2024. To be eligible for additional duties during the semester break, a student must be employed as a GA in both the spring and summer semesters. For those who clock, the pay rate must be the same as during the spring semester. ***** Since the student will not be active as an employee in Workday until May 28, 2024 they will not be able to clock in and out. Time must be documented on a timesheet and emailed to HR at HR@southeastern.edu once the additional duties is completed.*****

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 those keys that have been returned. HR will complete the remainder of the form. If the form is not completed and received by HR by Thursday, May 9th, checks and transcripts may be held.

Summer 2024 Semester Dates: Hire date Tuesday May 28. Mandatory work dates are Tuesday, May 28 through Wednesday, July 24. All GA's will be termed Friday, July 26th

Minimum Course Hours Required for Summer: Three for citizen students; six for international students.

Pay Dates for Summer: For AAs/PSAs RAs/TAs/GTFs – June 7, 2024, then every other Friday

Telephone Verification of Personal References: Must be completed by the hiring department for all new GAs, including international students, and forwarded to HR. Any Personal Reference Form not turned in by May 28, 2024 will result in a delay of processing the GA's paperwork.

Orientation: Mandatory for all first-time GAs. Hiring departments must advise GAs that an orientation session will be held on Tuesday, May 28th 2024, at 9:00 am at the Student Union, Room 2207. All onboarding paperwork will be completed in Workday. These documents must be completed by their first day of employment. GAs **MUST bring their ORIGINAL** Social Security cards and driver's licenses to the Human Resources Department on or before May 28th. International students **MUST bring the original and a printed copy** of their passports (all pages with notations), visas, I-94s, I-20s, work permits and Social Security cards. GAs will not be processed for pay until all documentation is presented.

Work Permits: International students must obtain and provide to HR a work permit each semester **before beginning work**. Work permits can be obtained from the International Services Office: North Campus Main Bldg, Room 113 Hammond, LA 70402.

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. International students are eligible to work prior to receipt of their SS card but must bring the original to HR upon receipt.