





# Monthly Student Employment Timeline

## Summer 2024

|  | March |    |    |    | April |   |    |    |    | May   |    |    |    |
|--|-------|----|----|----|-------|---|----|----|----|-------|----|----|----|
| Student Employment Process   | 4     | 11 | 18 | 25 | 1     | 8 | 15 | 22 | 29 | 6     | 13 | 20 | 27 |
| Modify Summer Student Positions in MSS (if needed)   |       |    |    |    | 04/15 |   |    |    |    |       |    |    |    |
| Extend Termination Dates in MSS for Active Employees Staying in Current Position   |       |    |    |    | 04/22 |   |    |    |    |       |    |    |    |
| Submit Transfer Requests in MSS for Active Employees Changing Positions or Department  |       |    |    |    | 04/22 |   |    |    |    |       |    |    |    |
| Submit Transfer Requests in MSS to Move Student to Student Assistant Position in 03C Pay Group (only for students taking a reduced course load and working over 20 hours per week) |       |    |    |    | 04/22 |   |    |    |    |       |    |    |    |
| Initiate Short Work Break for Current Student Employees Not Working in the Summer but Returning in the Fall (for GRAs/GTAs only)   |       |    |    |    | 04/22 |   |    |    |    |       |    |    |    |
| Submit Direct Hire eRequest for New Hires and Rehires  |       |    |    |    | 04/19 |   |    |    |    |       |    |    |    |
| Enter GRA/GTA Waiver Exemption in Banner   |       |    |    |    |       |   |    |    |    | 05/17 |    |    |    |
| New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)  |       |    |    |    |       |   |    |    |    | 05/10 |    |    |    |
| New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start)   |       |    |    |    |       |   |    |    |    | 05/16 |    |    |    |
| Classes Begin  |       |    |    |    |       |   |    |    |    | 05/13 |    |    |    |
| Final Week of Summer Registration: Ensure Students are Properly Enrolled   |       |    |    |    |       |   |    |    |    | 05/17 |    |    |    |
| GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)   |       |    |    |    |       |   |    |    |    | 05/20 |    |    |    |
| Monthly Payroll Processed  |       |    |    |    |       |   |    |    |    | 05/21 |    |    |    |
| Monthly Students Paid  |       |    |    |    |       |   |    |    |    | 05/31 |    |    |    |