Dates for Graduate Assistants Hiring Paperwork

Graduate Assistants can be hired on a 9 month basis or 12 month basis. Please see the below dates of hire based on 9 month or 12 month employment period. This does not apply to Graduate Assistants on Work study.

Summer

- GA can be hired as early as 5/21/2018 with an end date of 8/3/2018
- Monthly pay will be paid over 3 months June, July, and August

Fall

- GA can be hired as early as 8/13/2018
- If 9 month, the GA will be paid September 2018 through May 2019 and will work 8/13/2018 through 5/10/2019.
- If 12 month, the GA can start as early as 8/13/2018 and end 8/14/2019. The GA will be paid each month.
- New GA’s migrating to 12 month employment consistent with the fiscal year, can hire as early as 8/13/2018 and end 6/30/2019. You must then send a new PAF for employment 7/1/2019 - 6/30/2020.
- Continuing GA’s migrating to 12 month employment must complete a PAF for the month of June (6/1/2018 – 6/30/2018) and a second PAF for employment 7/1/2018 – 6/30/2019.

Reminders

- GA’s are students. They observe all student holidays, and should be allowed breaks between semesters.
- GA’s are paid a monthly stipend, not hour for hour work performed. They do not owe you for time missed during holidays.
  - Example: Thanksgiving holiday for students is Wednesday, Thursday and Friday. The GA will more than likely work Monday and Tuesday of that week. They do not ‘owe’ you time or have to make up time missed from work during those 3 days that were university holidays.
- During the break between Fall and Spring semester you can have the GA continue working 20 hours each week that the university is open, and return to work when employees return after the new year. This should be communicated to the GA prior to them starting work. Giving them something in writing on department letterhead, or including this information in the offer letter is suggested.
  - Example: Fall classes end Dec 10, 2018, and spring classes begin January 24, 2019, you may require your GA to work until the university closes for Christmas holiday. You may also require them to return to work when the university opens after New Year.