

2019-2020 Graduate Assistant Payroll Calendar

If you withdraw or quit your Graduate Assistantship, you must notify Payroll Services and SGSR Office immediately!

It is your responsibility to follow through with the hiring process in order to be added to the student payroll system. Your stipend will be **delayed** if you fail to submit/sign all paperwork that is required by Human Resources, SGSR and Payroll Services.

Fall **or** Spring **only** assistantships - GA will receive 8 pays only during the semester (see schedule below).

Academic year assistantship - GA will receive 8 pays during the fall and 8 pays during the spring semester (see schedule below).

There will be no stipend payments during the holiday/winter break!

Graduate assistants last day of work for the fall semester is December 6 (pay date December 20). If you continue to work after December 6 during the holiday/winter break, **you will be required to submit a State Work Study or Federal Work Study profile sheet so hours can be reported in eTime.**

If your assistantship is for the fall semester only, and you are offered and accept a separate assistantship for the spring semester, you must submit a new profile sheet in NeoGov.

If you have any change in your assistantship throughout the semester or academic year, (stipend amount, change in hours, etc.), you must submit a new profile sheet in NeoGov.

Fall Pay dates

Pay Period	Profile Sheets Due	Pay Date
08/17/19 - 08/30/19	08/27/19	09/13/19
08/31/19 - 09/13/19	09/11/19	09/27/19
09/14/19 - 09/27/19	09/25/19	10/11/19
09/28/19 - 10/11/19	10/09/19	10/25/19
10/12/19 - 10/25/19	10/23/19	11/08/19
10/26/19 - 11/08/19	11/06/19	11/22/19
11/09/19 - 11/22/19	11/20/19	12/06/19
11/23/19 - 12/06/19	12/04/19	12/20/19

*Due by NOON

Spring Pay dates

Pay Period	Profile Sheets Due	Pay Date
01/18/20 - 01/31/20	01/29/20	02/14/20
02/01/20 - 02/14/20	02/12/20	02/28/20
02/15/20 - 02/28/20	02/26/20	03/13/20
02/29/20 - 03/13/20	03/11/20	03/27/20
03/14/20 - 03/27/20	03/25/20	04/10/20
03/28/20 - 04/10/20	04/08/20	04/24/20
04/11/20 - 04/24/20	04/22/20	05/08/20
04/25/20 - 05/08/20	05/06/20	05/22/20

*Due by NOON