

# 2020-2021 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 4 (pay date December 18). If you continue to work after December 4 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
08/15/20 - 08/28/20	08/25/20	09/11/20
08/29/20 - 09/11/20	09/08/20	09/25/20
09/12/20 - 09/25/20	09/22/20	10/09/20
09/26/20 - 10/09/20	10/06/20	10/23/20
10/10/20 - 10/23/20	10/20/20	11/06/20
10/24/20 - 11/06/20	11/03/20	11/20/20
11/07/20 - 11/20/20	11/17/20	12/04/20
11/21/20 - 12/04/20	12/01/20	12/18/20

**\*in NeoGov**

### Spring Pay Dates

Pay Period	Profile Sheets Due	Pay Date
01/16/21 - 01/29/21	01/26/21	02/12/21
01/30/21 - 02/12/21	02/09/21	02/26/21
02/13/21 - 02/26/21	02/23/21	03/12/21
02/27/21 - 03/12/21	03/09/21	03/26/21
03/13/21 - 03/26/21	03/23/21	04/09/21
03/27/21 - 04/09/21	04/06/21	04/23/21
04/10/21 - 04/23/21	04/20/21	05/07/21
04/24/21 - 05/07/21	05/04/21	05/21/21

**\*in NeoGov**