

# Spring 2024 Employment Information for GAs

**Last Day to Work for Fall 2023:** December 8, 2023.

**Last Pay Date for Fall 2023:** For AAs/PSAs/RAs/TAs/GTFs – December 22, 2023 (refer to the online payroll calendar).

**Additional Duties:** Additional duty forms are available on the HR web page at <https://www.southeastern.edu/admin/hr/forms/index.html>. These must be completed for all GAs working during the break and forwarded to Budget Office by the end of the day Monday, December 4<sup>th</sup>. Dates for additional duties are December 9, 2023, through January 7, 2024. For those who clock, the pay rate must be the same as during the Fall semester and a timesheet will need to be turned in to HR **\*\*\* Since the student will not be active as an employee in Workday until January 8, 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](mailto: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, December 7<sup>th</sup>, checks and transcripts may be held.

**Spring Semester Dates:** Hire date Monday January 8<sup>th</sup>. Mandatory work dates are Monday, January 8<sup>th</sup> through Friday, May 10<sup>th</sup>. Graduate Assistants are to be hired in Workday every semester.

**Minimum Course Hours Required for Spring:** Six for citizen students; nine for international students.

**Pay Dates for Spring:** For AAs/PSAs/RAs/TAs/GTFs – January 19<sup>th</sup>, then every other Friday.

**Telephone Verification of Personal References:** One must be completed by the hiring department for all new GAs, including international students, and forwarded to HR.

**Orientation:** Mandatory for all first-time GAs. Hiring departments must advise GAs that an orientation session will be held Monday, January 8<sup>th</sup> 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 January 8<sup>th</sup>. 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.**

**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.