

## College of Law - Litigation Program

### Graduate Assistant Appointment Information

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#### Priority Appointment Deadline

Spring Semester: December 1

#### **BASIC REQUIREMENTS FOR STUDENTS:**

- ▶ **Must meet a part-time enrollment minimum.**
- ▶ **Must be enrolled for a minimum of 9 semester hours during the spring semester.**
- ▶ **Cannot take academic overload** during semester of employment.
- ▶ **Can not serve as a student assistant or in any other employment category** in another department or college except as a research assistant.

#### **COMPLETION OF GSU HIRE PACKET:**

Students who have not been employed by Georgia State University within the past twelve months will need to complete a GSU Hire Packet at the University's Human Resources Office, Suite 330 One Park Place South.

#### **STIPEND DISTRIBUTION:**

Employee pay statements are viewed through the University's Electronic HR system (ADP). The pay distribution schedule for **Academic 2011-12** is as follows:

<b>Fall 2011</b>	<b>Spring 2012</b>	<b>Summer 2012</b>	<b>Fall 2012</b>
September 30, 2011	January 31, 2012	July 29, 2012	September 28, 2012
October 31, 2011	February 29, 2012	August 31, 2012	October 31, 2012
November 30, 2011	March 30, 2012		November 30, 2012
December 30, 2011	April 30, 2012		December 31, 2012

#### **BOOKSTORE DISCOUNT:**

Graduate Assistants are eligible for 10% discount at the GSU Bookstore.

#### **ADP ENROLLMENT:**

The University uses an automated system for processing employee payroll. Employees, including graduate assistants, now have access to self-service applications for address and telephone number changes, emergency contact changes, direct deposit allocations, and W-2 forms. To achieve best-in-class efficiencies, the University System of Georgia (USG) contracts with Automated Data Processing (ADP). In order to use the ADP system you will need to register. Registration information for ADP is available at <http://www.gsu.edu/hr/adp.html>.

\*\*If you have specific questions regarding your status as a graduate assistant, you may find the following telephone numbers helpful:

<b>IMPORTANT TELEPHONE NUMBERS</b>	
<p><b><u>All Appointment-Related Questions/Tuition Waivers</u></b>            Anjelica Lymon, College HR Officer            Law-Associate Dean's Office (Admin.)            Room 407 Urban Life (404) 413-9065</p>	<p><b><u>Financial Aid</u></b>            Benita Matthews-Spencer, Sr. Counselor            Student Financial Aid Office            Room 102 Sparks Hall (404) 413-2400</p>
<p><b><u>Student Accounts</u></b>            Room 100 Sparks Hall (404) 413-2400</p>	<p><b><u>Law Library GRA Benefits</u></b>            Pamela Brannon, Ref/Electronic Services Librarian            Law Library (404) 413-9128</p>