

2019-2020

**GRADUATE ASSISTANT APPOINTMENT CALENDAR
FALL SEMESTER 2019**

April 30	Deadline for all 2019 Graduate Assistant time reporting.
March 9	Job postings available for 2019-2020 Law graduate scholars on Symplicity.
July 1	Deadline for receipt of Fall 2019/Academic Year 2019-2020 Graduate Assistant Appointment forms
July 31	Time reporting deadline for July 2019.
July 1 - August 1	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
August 7	FINAL DEADLINE for receipt of graduate assistant forms to meet regular fee payment deadline.
August 15	Fall 2019 Registration ends; Fee payment deadline 5:00 pm. Student account balances must be zero to include payment of student fees.
August 19	Fall Classes begin for students
August 19	Late Registration Begins
August 20	First day of active employment for graduate assistants.
August 21	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
August 29	Fall 2019 Late Registration Ends; Last Day to Drop/Add 5:00 pm. <i>Graduate assistants who drop below 9 (full-time) and 3 (part-time) credit hours must notify Law HR immediately as this will impact eligibility.</i> Balances must be zero.
August 29	Late registration Student Accounts payment due. Health insurance waivers due.
September 2	Time reporting deadline for August 2019.
September 28	1 st Fall Semester payroll distribution.
October 7	Time reporting deadline for September 2019.
October 31	2 nd Fall Semester payroll distribution.
November 4	Time reporting deadline for October 2019.
November 15	Deadline for receipt of Spring 2020 Graduate Assistant (Re)Appointment Forms
November 15 – December 14	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
November 30	3 rd Fall Semester payroll distribution.
December 2	Time reporting deadline for November 2019.
December 13	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
December 13	FINAL DEADLINE for receipt of graduate assistant forms for Spring 2020.
December 31	4 th Fall Semester payroll distribution (final for Fall 2019)
December 31	Last date of active employment for Fall Semester
December 31	Time reporting deadline for December 2019

Dates may change without notice due to University deadlines and/or processing changes or updates.

Updated: 03/06/2019

SPRING SEMESTER 2020

January 9	University Fee Payment Deadline 5:00 PM. Balances must be zero.
January 13	Spring Classes Begin
January 13	First day of active employment for Spring Semester.
January 13	Late Registration Begins
January 23	Spring 2020 Late Registration Ends; Last Day to Drop/Add 5:00 pm. <i>Graduate assistants who drop below 9 (full-time) and 3 (part-Time) credit hours must notify Law HR immediately as this will impact eligibility.</i>
January 23	Late registration Student Accounts Payment Due. Balances must be zero.
January 31	1 st Spring Semester payroll distribution.
February 3	Time reporting deadline for January 2020.
February 28	2 nd Spring Semester payroll distribution.
March 2	Time reporting deadline for February 2020.
March 8	Job postings available for 2020-2021 Law graduate scholars on Symplicity.
March 31	3 rd Spring Semester payroll distribution.
April 1	Deadline for receipt of Summer 2020 Graduate Assistant (Re)Appointment Forms
April 2- May 4	Graduate Assistant Appointment Processing/Confirmation notices emailed to students.
April 1	Time reporting deadline for March 2020.
April 30	4 th Spring Semester payroll distribution.
April 30	Last date of active employment for Spring Semester.
April 30	Time reporting deadline for April 2020.
May 4	FINAL DEADLINE for receipt of graduate assistant forms for Summer 2020.

SUMMER SEMESTER 2020

May 4	FINAL DEADLINE for new/status change graduate assistant hire packets to be received by the University's Human Resources Office.
May 26	First day of classes. First day of active employment for Summer Semester.
May 29	University Fee Payment Deadline 5:00 PM.
June 1	Time reporting deadline for May 2020.
June 10	Late registration Student Accounts Payment Due. Balances must be zero.
June 30	1 st Summer Semester payroll distribution.
July 1	Deadline for receipt of all Fall 2020/Academic Year 2020-2021 Graduate Assistant Appointment forms
July 5	Time reporting deadline for June 2020.
July 31	2 nd Summer Semester payroll distribution.
July 31	Last date of active employment for Summer Semester.
July 31	Time reporting deadline for July 2020.
August 2	FINAL DEADLINE for receipt of graduate assistant forms for Fall/Academic Year 2020-2021.

Dates may change without notice due to University deadlines and/or processing changes or updates.

Updated: 03/06/2019