



#### 2020-2021 ASSISTANTSHIP WORK SCHEDULE\*

**Note: New Graduate Student Employees Must Complete the I9 Process With The Graduate School on or Before Their First Day of Work**

##### **Summer II 2020**

June 18 - First day of work for Summer II

July 4 – Independence Day holiday, offices closed; assistants are not required to work

July 23 - Last day of work for Summer II

##### **Fall 2020 Semester**

August 1 or 2 – First Day of Work for New Graduate Assistants to be paid on August payroll. Assigned work for new GTAs, GIAs, and GRAs from 8/1-8/12 is the required online Assistantship Training and preparing for duties. (New Assistants must complete the I9 process by August 2 to be eligible for August payroll. Contact Heather Mitchell for more information.)

August 10 - Fall 2020 semester opens. **Mandatory training** for all new and newly assigned GTAs, GIAs, and GRA who will have contact with undergraduate students. Assistants who begin on this date will be paid on September payroll. (New Assistants starting on this date must complete the I9 process by 8/10 to be eligible for September Payroll.)

August 17 – Undergraduate Convocation Day, offices open; assistants **are required** to work

September 7 – Labor Day Holiday, offices closed; assistants are not required to work

November 27 – (Wednesday before Thanksgiving Holiday) offices open and assistants **are expected** to work even though classes are not in session

November 26 & 27 – Thanksgiving Holiday, offices closed; assistants are not expected to work

December 10 – Last day of work for Fall 2019 semester

##### **Spring 2021 Semester**

January 4 – First day of work for Spring 2020 semester. Mandatory training for all new graduate assistants and current assistants whose assignments have changed and now require training. (Contact the Graduate School for Information)

January 18 – Martin Luther King Jr. Holiday, offices closed; assistants are not required to work

March 2-6 – Spring Break, assistants are not required to work

April 2 – Spring Holiday, offices closed; assistants are not required to work

May 6 – Last day of work for Spring 2020 semester

##### **Summer I 2021**

May 12 - First day of work for Summer I

May 31 – Memorial Day holiday, offices closed; assistants are not required to work.

June 16 – Last day of work for Summer I

\*Some work schedules must deviate from the typical calendar (e.g., being present to feed lab animals during holidays, working on weekends or at night, residence hall assignments, etc.). In such cases, the work schedule must be provided to the student and filed in the Graduate School. Graduate Assistants whose duties require them to work beyond the stated work deadlines should be clearly compensated at a rate higher than that of the typical assignment.

Please Note: This is a suggested schedule and assistants are expected to contact their supervisor for specific information concerning work scheduling, hours per week, and performance expectations.