2019-2020 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 2019**
- June 20 - First day of work for Summer II
- July 4 – Independence Day holiday, offices closed; assistants are not required to work
- July 24 - Last day of work for Summer II

**Fall 2019 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. (New Assistants must complete the I9 process by August 2 to be eligible for August payroll.)
- August 12 - First day of work for Fall 2019 semester. Mandatory training for all new and newly assigned GTAs, GIAs, and GRAs. Assistants who begin on this date will be paid on September payroll. (New Assistants starting on this date must complete the I9 process by 8/12 to be eligible for September Payroll.)
- August 19 – Undergraduate Convocation Day, offices open; assistants are required to work
- September 2 – Labor Day Holiday, offices closed; assistants are not required to work
- October 14 & 15 – Fall Break, 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 28 & 29 – Thanksgiving Holiday, offices closed; assistants are not expected to work
- December 12 – Last day of work for Fall 2019 semester

**Spring 2020 Semester**
- January 6 – 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.
- January 20 – Martin Luther King Jr. Holiday, offices closed; assistants are not required to work
- February 29 – Happy Leap Day!
- March 2-6 – Spring Break, assistants are not required to work
- April 10 – Spring Holiday, offices closed; assistants are not required to work
- May 7 – Last day of work for Spring 2020 semester

**Summer I 2020**
- May 13 - First day of work for Summer I
- May 25 – Memorial Day holiday, offices closed; assistants are not required to work.
- June 17 – 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.

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.