

The following deadlines are for use with Graduate Assistant Awards only. Once an award form has been processed and returned to you, a hard copy must be sent to Human Resources with all supporting documents. The finalized award form and supporting documents must be submitted together. Human Resources will not accept one without the other.

**Appointment Processing Deadlines and Payroll Periods for
Graduate Assistant Awards (GRA & GTA)**

Deadline for Graduate Office	Deadline for HR	Contract Begin Date	Contract End Date	Paydate	Pay Period No.
Semester Break December 19 to January 11					
Dec 10	Dec 17	Dec 12	Dec 25	Jan 7	1
Dec 24	Dec 31	Dec 26	Jan 8, 2011	Jan 21	2
Jan 7	Jan 14	Jan 9	Jan 22	Feb 4	3
Jan 21	Jan 28	Jan 23	Feb 5	Feb 18	4
Feb 4	Feb 11	Feb 6	Feb 19	Mar 4	5
Feb 18	Feb 25	Feb 20	Mar 5	Mar 18	6
Mar 4	Mar 11	Mar 6	Mar 19	Apr 1	7
Mar 18	Mar 25	Mar 20	Apr 2	Apr 15	8
Apr 1	Apr 8	Apr 3	Apr 16	Apr 29	9
Apr 15	Apr 22	Apr 17	Apr 30	May 13	10
Apr 29	May 6	May 1	May 14	May 27	11
End of School Year (classes end May 13) – Summer Awards Begin					
May 13	May 20	May 15	May 28	Jun 10	12
May 27	Jun 3	May 29	Jun 11	Jun 24	13
Fiscal Year 2012 Begins					
Jun 10	Jun 17	Jun 12	Jun 25	Jul 8	14
Jun 24	Jul 1	Jun 26	Jul 9	Jul 22	15
Jul 8	Jul 15	July 10	July 23	Aug 5	16
Jul 22	Jul 29	July 24	Aug 6	Aug 19	17
Summer Awards End – Fall Awards Begin (classes begin August 17)					
Aug 5	Aug 12	Aug 7	Aug 20	Sep 2	18
Aug 19	Aug 26	Aug 21	Sep 3	Sep 16	19
Sep 2	Sep 9	Sep 4	Sep 17	Sep 30	20
Sep 16	Sep 23	Sep 18	Oct 1	Oct 14	21
Sep 30	Oct 7	Oct 2	Oct 15	Oct 28	22
Oct 14	Oct 21	Oct 16	Oct 29	Nov 11	23
Oct 28	Nov 4	Oct 30	Nov 12	Nov 25	24
Nov 11	Nov 18	Nov 13	Nov 26	Dec 9	25
Nov 25	Dec 2	Nov 27	Dec 10	Dec 23	26
Semester Break December 18 to January 10					
Dec 9	Dec 16	Dec 11	Dec 24	Jan 6	1
Dec 23	Dec 30	Dec 25	Jan 7, 2012	Jan 20	2

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Jan 6	Jan 13	Jan 8	Jan 21	Feb 3	3
Jan 20	Jan 27	Jan 22	Feb 4	Feb 17	4
Feb 3	Feb 10	Feb 5	Feb 18	Mar 2	5
Feb 17	Feb 24	Feb 19	Mar 3	Mar 16	6
Mar 2	Mar 9	Mar 4	Mar 17	Mar 30	7
Mar 16	Mar 23	Mar 18	Mar 31	Apr 13	8
Mar 30	Apr 6	Apr 1	Apr 14	Apr 27	9
Apr 13	Apr 20	Apr 15	Apr 28	May 11	10
Apr 27	May 4	Apr 29	May 12	May 25	11

End of School Year (classes end May 11) – Summer Awards Begin

May 11	May 18	May 13	May 26	Jun 8	12
May 25	Jun 1	May 27	Jun 9	Jun 22	13

Fiscal Year 2013 Begins

June 8	June 15	June 10	June 23	Jul 6	1
June 22	June 29	June 24	July 7	July 20	2
Jul 6	July 13	July 8	July 21	Aug 3	3
July 20	July 27	Jul 22	Aug 4	Aug 17	4

Summer Appointments End - Fall Appointments Begin (classes begin August 15)

Aug 3	Aug 10	Aug 5	Aug 18	Aug 31	5
Aug 17	Aug 24	Aug 19	Sep 1	Sep 14	6
Aug 31	Sep 7	Sep 2	Sep 15	Sep 28	7
Sep 14	Sep 21	Sep 16	Sep 29	Oct 12	8
Sep 28	Oct 5	Sep 30	Oct 13	Oct 26	9
Oct 12	Oct 19	Oct 14	Oct 27	Nov 9	10
Oct 26	Nov 2	Oct 28	Nov 10	Nov 23	11
Nov. 9	Nov 16	Nov 11	Nov 24	Dec 7	12
Nov 23	Nov 30	Nov 25	Dec 8	Dec 21	13

Semester Break December 16 to January 15

Dec 7	Dec 14	Dec 9	Dec 22	Jan 4	14
Dec 21	Dec 28	Dec 23	Jan 5, 2013	Jan 18	15
Jan 4	Jan 11	Jan 6	Jan 19	Feb 1	16
Jan 18	Jan 25	Jan 20	Feb 2	Feb 15	17
Feb 1	Feb 8	Feb 3	Feb 16	March 1	18
Feb 15	Feb 22	Feb 17	Mar 2	Mar 15	19
Mar 1	Mar 8	Mar 3	Mar 16	Mar 29	20
Mar 15	Mar 22	Mar 17	Mar 30	Apr 12	21

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Mar 29	Apr 5	Mar 31	Apr 13	Apr 26	22
Apr 12	Apr 19	Apr 14	Apr 27	May 10	23
Apr 26	May 3	Apr 28	May 11	May 24	24

End of School Year (classes end May 17)

May 10	May 17	May 12	May 25	June 7	25
May 24	May 31	May 26	June 8	June 21	26

End of Fiscal Year 2013