

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.
End of Fiscal Year 2008 – Begin of Fiscal Year 2009					
Jun 13	Jun 20	Jun 15	Jun 28, 2008	Jul 11	14
Jun 27	Jul 4	Jun 29	Jul 12	Jul 25	15
Jul 11	Jul 18	Jul 13	Jul 26	Aug 8	16
Jul 25	Aug 1	Jul 27	Aug 9	Aug 22	17
Fall Contracts Begin					
Aug 8	Aug 15	Aug 10	Aug 23, 2008	Sep 5	18
Aug 22	Aug 29	Aug 24	Sep 6	Sep 19	19
Sep 5	Sep 12	Sep 7	Sep 20	Oct 3	20
Sep 19	Sep 26	Sep 21	Oct 4	Oct 17	21
Oct 3	Oct 10	Oct 5	Oct 18	Oct 31	22
Oct 17	Oct 24	Oct 19	Nov 1	Nov 14	23
Oct 31	Nov 7	Nov 2	Nov 15	Nov 28	24
Nov 14	Nov 21	Nov 16	Nov 29	Dec 12	25
Nov 28	Dec 5	Nov 30	Dec 13	Dec 26	26
Spring Contracts Begin					
Dec 12	Dec 19	Dec 14	Dec 27	Jan 9	1
Dec 26	Jan 2	Dec 28	Jan 10, 2009	Jan 23	2
Jan 9	Jan 16	Jan 11	Jan 24	Feb 6	3
Jan 23	Jan 30	Jan 25	Feb 7	Feb 20	4
Feb 6	Feb 13	Feb 8	Feb 21	Mar 6	5
Feb 20	Feb 27	Feb 22	Mar 7	Mar 20	6
Mar 6	Mar 13	Mar 8	Mar 21	Apr 3	7
Mar 20	Mar 27	Mar 22	Apr 4	Apr 17	8
Apr 3	Apr 10	Apr 5	Apr 18	May 1	9
Apr 17	Apr 24	Apr 19	May 2	May 15	10
May 1	May 8	May 3	May 16	May 29	11
End of School Year – Summer Contracts Begin					
May 15	May 22	May 17	May 30, 2009	Jun 12	12
May 29	Jun 5	May 31	Jun 13	Jun 26	13