

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 School Year – Summer Awards Begin					
May 15	May 22	May 17	May 30	Jun 12	12
May 29	Jun 5	May 31	Jun 13	Jun 26	13
Fiscal Year 2010 Begins					
June 12	June 19	June 14	June 27	July 10	14
June 26	July 3	June 28	July 11	July 24	15
July 10	July 17	July 12	July 25	Aug 7	16
July 24	July 31	July 26	Aug 8	Aug 21	17
Summer Awards End – Fall Awards Begin (classes begin August 19, 2009)					
Aug 7	Aug 14	Aug 9	Aug 22	Sept 4	18
Aug 21	Aug 28	Aug 23	Sept 5	Sept 18	19
Sept 4	Sept 11	Sept 6	Sept 19	Oct 2	20
Sept 18	Sept 25	Sept 20	Oct 3	Oct 16	21
Oct 2	Oct 9	Oct 4	Oct 17	Oct 30	22
Oct 16	Oct 23	Oct 18	Oct 31	Nov 13	23
Oct 30	Nov 6	Nov 1	Nov 14	Nov 27	24
Nov 13	Nov 20	Nov 15	Nov 28	Dec 11	25
Nov 27	Dec 4	Nov 29	Dec 12	Dec 24	26
Semester Break December 20 to January 13					
Dec 11	Dec 18	Dec 13	Dec 26	Jan 8	1
Dec 25	Jan 1	Dec 27	Jan 9, 2010	Jan 22	2
Jan 8	Jan 15	Jan 10	Jan 23	Feb 5	3
Jan 22	Jan 29	Jan 24	Feb 6	Feb 19	4
Feb 5	Feb 12	Feb 7	Feb 20	Mar 5	5
Feb 19	Feb 26	Feb 21	Mar 6	Mar 19	6
Mar 5	Mar 12	Mar 7	Mar 20	Apr 2	7
Mar 19	Mar 26	Mar 21	Apr 3	Apr 16	8
Apr 2	Apr 9	Apr 4	Apr 17	Apr 30	9
Apr 16	Apr 23	Apr 18	May 1	May 14	10
Apr 30	May 7	May 2	May 15	May 28	11
End of School Year (classes end May 15, 2010) – Summer Awards Begin					
May 14	May 21	May 16	May 29	June 11	12
May 28	June 4	May 30	June 12	June 25	13

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

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Graduate Assistant Awards (GRA & GTA)**

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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
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