

**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, and GAA)**

<b>Deadline for HR</b>	<b>Contract Begin Date</b>	<b>Contract End Date</b>	<b>Paydate</b>	<b>Pay Period No.</b>
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**Fiscal Year 2019**

**Summer Appointments End (classes end August 10) – Fall Appointments Begin August 12  
(Fall Classes begin August 20)**

August 17	<b>August 12</b>	<b>August 25</b>	September 07, 2018	18
August 31	<b>August 26</b>	<b>Sept. 08</b>	September 21	19
September 14	<b>Sept. 09</b>	<b>Sept. 22</b>	October 05	20
September 28	<b>Sept. 23</b>	<b>Oct. 06</b>	October 19	21
October 12	<b>Oct. 07</b>	<b>Oct. 20</b>	November 02	22
October 26	<b>Oct. 21</b>	<b>Nov. 03</b>	November 16	23
November 09	<b>Nov. 04</b>	<b>Nov. 17</b>	November 30	24
November 23	<b>Nov. 18</b>	<b>Dec. 01</b>	December 14	25
December 07	<b>Dec. 02</b>	<b>Dec. 15</b>	December 28	26

**Semester Break December 20 to January 13**

December 21	<b>Dec. 16</b>	<b>December 29</b>	January 12, 2019	1
January 04, 2019	<b>Dec. 30</b>	<b>Jan. 12</b>	January 26	2
January 89	<b>January 13</b>	<b>January 26</b>	February 09	3
February 01	<b>January 27</b>	<b>February 09</b>	February 23	4
February 15	<b>Feb. 10</b>	<b>Feb. 23</b>	March 09	5
March 01	<b>Feb. 24</b>	<b>March 09</b>	March 23	6
March 15	<b>March 10</b>	<b>March 23</b>	April 06	7
March 29	<b>March 24</b>	<b>April 06</b>	April 20	8
April 12	<b>April 07</b>	<b>April 20</b>	May 04	9
April 26	<b>April 21</b>	<b>May 04</b>	May 18	10
May 10	<b>May 05</b>	<b>May 18</b>	June 01	11

**End of School Year (classes end May 3, Final Week May 6-10)  
(Summer Classes begin May 20)**

May 24	<b>May 19</b>	<b>June 01</b>	June 14, 2019	12
June 07	<b>June 02</b>	<b>June 15</b>	June 28	13

**End of Fiscal Year 2019**

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<b>Deadline for HR</b>	<b>Contract Begin Date</b>	<b>Contract End Date</b>	<b>Paydate</b>	<b>Pay Period No.</b>
<b>Fiscal Year 2020</b>				
June 21	<b>June 16</b>	<b>June 29</b>	July 12, 2019	14
July 5	<b>June 30</b>	<b>July 13</b>	July 15	15
July 19	<b>July 14</b>	<b>July 27</b>	July 29	16
August 02	<b>July 28</b>	<b>August 10</b>	August 12	17
<b>Summer Appointments End (classes end August 09) – Fall Appointments Begin August 11 (Fall Classes begin August 19)</b>				
August 16	<b>August 11</b>	<b>August 24</b>	September 06, 2019	18
August 30	<b>August 25</b>	<b>Sept. 07</b>	September 20	19
September 13	<b>Sept. 08</b>	<b>Sept. 21</b>	October 04	20
September 27	<b>Sept. 22</b>	<b>Oct. 05</b>	October 18	21
October 11	<b>Oct. 06</b>	<b>Oct. 19</b>	November 01	22
October 25	<b>Oct. 20</b>	<b>Nov. 02</b>	November 15	23
November 08	<b>Nov. 03</b>	<b>Nov. 16</b>	November 29	24
November 22	<b>Nov. 17</b>	<b>Nov. 30</b>	December 13	25
December 06	<b>Dec. 01</b>	<b>Dec. 14</b>	December 27	26
<b>Semester Break December 16 to January 17</b>				
December 20	<b>Dec. 15</b>	<b>December 28</b>	January 10, 2020	1
January 03, 2020	<b>Dec. 29</b>	<b>Jan. 11</b>	January 24	2
January 17	<b>January 12</b>	<b>January 25</b>	February 07	3
January 31	<b>January 26</b>	<b>February 08</b>	February 21	4
February 14	<b>Feb. 09</b>	<b>Feb. 22</b>	March 06	5
February 28	<b>Feb. 23</b>	<b>March 07</b>	March 20	6
March 13	<b>March 08</b>	<b>March 21</b>	April 03	7
March 27	<b>March 22</b>	<b>April 04</b>	April 17	8
April 10	<b>April 05</b>	<b>April 18</b>	May 01	9
April 24	<b>April 19</b>	<b>May 02</b>	May 15	10
May 08	<b>May 03</b>	<b>May 16</b>	May 29	11

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

<b>Deadline for HR</b>	<b>Contract Begin Date</b>	<b>Contract End Date</b>	<b>Paydate</b>	<b>Pay Period No.</b>
<b>End of School Year (classes end May 1, Final Week May 4-08) (Summer Classes begin May 18)</b>				
May 22	<b>May 17</b>	<b>May 30</b>	June 12, 2020	12
June 05	<b>May 31</b>	<b>June 13</b>	June 26	13

**End of Fiscal Year 2020**