

# Unit 11 - GA / TA / ISA Time Line / Work Dates / Pay Schedule

## Spring 2009

OGS will start accepting Unit 11 PTFs & Applications: **December 1, 2008**

GA / TA / ISA Applications DUE (for priority processing):

- TA applications due (PRIORITY): **December 19, 2008**
- GA applications due (PRIORITY): **December 19, 2008**
- ISA applications due (PRIORITY): **December 19, 2008**

• GA / TA / ISA applications received after the dates noted above will be processed as quickly as possible, but we cannot guarantee that student will have their offer letter in time to start their positions on the first day.

• Please note that it takes 10 working days to process applications and PTFs.

• **Grad Students must be enrolled in Continuous Enrollment by January 5, 2009**

Spring 2009 Registration **November 24 – December 9, 2008**

Grades Posted – Fall 2008: **January 5, 2009**

Spring 2009 Semester Begins: **January 21, 2009**

Spring 2009 Instruction Begins: **January 26, 2009**

GPA & enrollment will be verified by OGS prior to mailing offer letters.

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.5)
- Summer School Students: Overall GPA will be verified on 8/30/07

Unit 11 Offer Letters will be ready for pick up\*:

\*These dates will only apply to applications that have submitted by the priority due date (noted above) **AND** that meet all eligibility requirements

- TA offer letters: **January 7, 2009**
- ISA offer letters: **January 12, 2009**
- GA offer letters: **January 16, 2009**

### NOTE:

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter
- Immediately after submitting the offer letter, students must go to Payroll\*\* **before** starting their positions
- PTFs will be sent to Payroll **only** after our office has received the signed offer letter

\*\* This applies only to students who are new to the position or who have to make changes to their name, address, social security, marital status or deductions.

Departments will receive an email with the names of Students that have been processed by OGS:

**February 13, 2009**

### Work Dates

<u>Position</u>	<u>Start Dates</u>
Teaching Associate (TA)	01/21/09 - 05/27/09
Graduate Assistant (GA)	01/30/09 - 06/30/09
Instructional Student Assistant (ISA)	01/26/09 – 05/31/09

## Pay Base – Unit 11

- TA \$1,856 - \$4,362
- GA \$1,774 - \$2,514
- ISA \$10.00 – \$16.42

Updates for the Unit 11 Salary Schedule: <http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>