UNIT 11 - Academic Student Employees

Summer 2015

Time Line / Work Dates / Salary Schedule

Information on General Salary Increase (July 1, 2015):

CSU Salary Schedule Link:
http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15

Instructional Student Assistant (ISA) Hourly Salary: $11.50 - $17.92
Teaching Associate (TA) Monthly Salary: $2,318. - $10,511.
Graduate Assistant (GA) Monthly Salary: $1,956. - $3,844.

NEW Personnel Transaction Form (PTF): http://www.csus.edu/hr/forms.html#payroll

Academic Student Employee Information & Forms:
http://www.csus.edu/gradstudies/unit11/facultystaff/

ierge Students are NOT required to be enrolled in courses during the summer

Start submitting ISA applications to OGS: May 1, 2015
Applications DUE (priority): May 11, 2015
• Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an offer letter in time for students to start their positions.
• Processing of applications usually takes 10 working days.

Scheduled Effective & End Dates for Summer 2015:
ISA: 06/01/2015 to 08/30/2015
TA: 05/28/2015 to 08/25/2015
GA: 06/01/2015 to 08/31/2015

Unit 11 Offer Letters will be ready for pick up (if submitted by priority date): May 15, 2015
Spring 2015 Grades Posted & Verified:
✓ Graduate Students: Overall 3.0 GPA or better
✓ Undergraduate Students: Overall 2.5 GPA or better

Summer Session Begins: May 26, 2015
Summer Instruction Begins: May 31, 2015

NOTES:
• Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter
• Students must return their offer letters before starting their positions
• PTFs will be sent to Payroll only after our office has received the signed offer letter.