

Unit 11 – Academic Student Employees Time Line / Work Dates / Pay Schedule

Spring 2013

OGS starts accepting Unit 11 PTFs & Applications: November 26, 2012

PRIORITY GA / TA / ISA Applications DUE: December 20, 2012

Late applications will be accepted, but note that we cannot guarantee that student will have their offer letter in time to start their positions on the first day. It takes 10 working days to process applications and PTFs.

Important Dates to Remember:

- Spring 2012 Registration November 26 – December 14, 2012
- **Continuous Enrollment:** Grad Students must be enrolled OR have submitted payment to the Office of Graduate Studies by January 6, 2013
- Grades Post – Fall 2012: January 2, 2013
- Spring 2013 Semester Begins: January 23, 2013
- Spring 2013 Instruction Begins: January 28, 2013

Spring 2013 Work Dates:

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01/23/2013 – 05/30/2013
• Graduate Assistant (GA)	01/31/2013 – 06/30/2013
• Instructional Student Assistant (ISA)	01/28/2013 – 05/30/2013

Note ACTUAL start date on PTF. Students may only work within the noted work dates.

Pay Base – Unit 11*

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

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

- TA offer letters: January 9, 2013
- ISA offer letters: January 14, 2013
- GA offer letters: January 20, 2013

** Applications submitted BY priority deadline & students meeting all requirements.

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
- Doctoral students have a different pay scale. Visit the Chancellor's website for Unit 11 Salary Schedule - <http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

** 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.