

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

Spring 2015

PRIORITY GA / TA / ISA Applications DUE: December 19, 2014

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 2015 Registration December 1 - 19, 2014
- **Continuous Enrollment:** Grad Students must be enrolled OR have submitted payment to the Office of Graduate Studies by **January 9, 2015**
- Grades Posted – Fall 2014: January 2, 2015
- Spring 2015 Semester Begins: January 20, 2015
- Spring 2015 Instruction Begins: January 26, 2015

Spring 2015 Work Dates (PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01/21/2015 – 05/29/2015
• Graduate Assistant (GA)	01/30/2015 – 06/30/2015
• Instructional Student Assistant (ISA)	01/26/2015 – 06/01/2015

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

Pay Base – Unit 11*

- TA \$2,318 - \$10,511
- GA \$1,956 - \$3,844
- ISA \$10.00 – \$16.42

Unit 11 Offer Letters will be ready by the following dates (if submitted by the priority date):

- TA offer letters: **January 07, 2015**
- ISA offer letters: **January 12, 2015**
- GA offer letters: **January 16, 2015**

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 to fill out additional hiring paperwork
- 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.