

# UNIT 11 - Academic Student Employees

## Summer 2016

### Time Line / Work Dates / Salary Schedule

#### Information on **General Salary Increase (July 1, 2016):**

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/csueu/article20.pdf>

For fiscal year 2016/2017 and effective July 1, 2016, all bargaining unit employees in active pay status, or on leave as of that date, shall have their individual salary rate increased by two percent (2%).

#### CSU Salary Schedule Link:

Instructional Student Assistant (ISA) <b>Hourly</b> Salary:	<b>\$12.00 - \$18.42</b>
Teaching Associate (TA) Monthly Salary:	<b>\$2,434 - \$11,037</b>
Graduate Assistant (GA) Monthly Salary:	<b>\$2,054 - \$4,036</b>

**NEW** Personnel Transaction Form (PTF): <http://www.csus.edu/hr/forms.html>

#### Academic Student Employee Information & Forms:

<http://www.csus.edu/gradstudies/unit11/facultystaff/>

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

Start submitting ISA applications to OGS:

**April 25, 2016**

Applications DUE (priority):

**May 9, 2016**

- 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 2016**

**ISA: 06/01/2016 to 08/28/2016**

**TA: 05/26/2016 to 08/23/2016**

**GA: Contact Graduate Studies**

Unit 11 Offer Letters will be ready for pick up (if submitted by priority date): **May 13, 2016**

Spring 2016 Grades Posted & Verified:

**May 25, 2016**

- ✓ Graduate Students: Overall 3.0 GPA or better
- ✓ Undergraduate Students: Overall 2.5 GPA or better

**Summer Session Begins:**

**May 26, 2016**

**Summer Instruction Ends:**

**August 23, 2016**

**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.