

# UNIT 11 - Academic Student Employees

## Summer 2015

### Time Line / Work Dates / Salary Schedule

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

[https://www.calstate.edu/LaborRel/Contracts\\_HTML/cba\\_CONTRACT/Nov-2013-Jun-16/Article-18.pdf](https://www.calstate.edu/LaborRel/Contracts_HTML/cba_CONTRACT/Nov-2013-Jun-16/Article-18.pdf)

#### 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) <b>Hourly</b> Salary:	<b>\$11.50 - \$17.92</b>
Teaching Associate (TA) Monthly Salary:	<b>\$2,318. - \$10,511.</b>
Graduate Assistant (GA) Monthly Salary:	<b>\$1,956. - \$3,844.</b>

**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/>

**★ 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:**

**May 27, 2015**

- ✓ 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.