

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Winter 2024

**** Students Do Not Need to Be Enrolled in Courses to Work during Winter Break ****

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

Winter Intersession Dates:	JAN 3 – 19, 2024
Campus Closed – Winter Break:	DEC 25, 2023 – JAN 1, 2024
Start Submitting Position <u>Postings</u> :	NOV 3, 2023 <small>(CBA 2.1-2)</small>
Start Submitting OnBase Entry Hires:	NOV 17, 2023
<u>PRIORITY</u> – ASE / Unit 11 Deadline:	DEC 8, 2023

Winter Intersession 2024 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	JAN 3 – 16, 2024
• Instructional Student Assistant (ISA)	08/28/2023 – 01/21/2024*
• Graduate Assistant (GA)	09/01/2023 – 01/30/2024*

*Part of Fall 2023 dates

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Important Academic Calendar Dates

- Grades Posted – **Fall 2024:** JAN 2, 2024 (CBA 2.14)

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

✓ **New & Continuing Student Employees (w/ break 12 month+ service break)** – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2023

Time Line / Work Dates / Salary Schedule

Submit FALL 2023 Job Postings:

April 17, 2023

Posting Information: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html#posting-open-positions-online>

Start Submitting OnBase Hires:

July 10, 2023

Priority Hire End Date – OnBase:

July 28, 2023

ASE/Unit 11 Hiring: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

Important Semester Dates

Fall 2023 Registration Starts:

April 17, 2023

Continuous Enrollment Forms Due (Graduate Students Only)

August 1, 2023

Grades Posted: Spring 2023 - May 24, 2023 / Summer 2023 - August 22, 2023

Fall Semester Begins:

August 23, 2023

Fall Instruction Begins:

August 28, 2023

Fall Semester Ends:

January 4, 2024

ASE / Unit 11 Appointment Notification Letter – Approved *PRIORITY* ASE workers can expect their notification on or before:

- Teaching Associates (TA) **August 07, 2023**
- Instructional Student Assistant (ISA) **August 11, 2023**
- Graduate Assistants (GA) **August 15, 2023**

Fall 2023 Work Dates

- Teaching Associate (TA): **08 / 23 / 2023 – 01 / 02 / 2024**
- Instructional Student Assistant (ISA): **08 / 28 / 2023 – 01 / 16 / 2024**
- Graduate Assistant (GA): **09 / 01 / 2023 – 01 / 30 / 2024**

Payroll and HR/Student Employee website:

<https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html>

ASE – Unit 11 Salary – Click on salary link below for any updates on salaries.

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) **\$16.20 - \$21.62**
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) **\$2,943 - \$6,891**
- Graduate Assistant (GA) Monthly Salary (2355) **\$2,943 - \$3,972**

<http://www.calstate.edu/HRAAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Summer Session 2023

Time Line / Work Dates / Salary Schedule

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

Start Submitting **SUMMER** Job Postings:

Monday, April 10, 2023

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html#posting-open-positions-online>

Start Submitting OnBase Hires (**Summer Only**):

April 17, 2023

Spring 2023 Grades Posted & Verified:

May 24, 2023

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Summer 2023 Sessions:

- First 6-week session (6W1): May 30 – July 9, 2023
- Second 6-week session (6W2): July 10 – August 20, 2023
- Full 12-week session (12W): May 30 – August 20, 2023
- **Summer Grades Due August 23, 2023**

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

ASE **OnBase** PRIORITY Due Dates

Instructional Student Assistant (ISA):

May 5, 2023

Teaching Associate (TA):

May 8, 2023

Graduate Assistant (GA):

May 12, 2023

Summer 2023 – Work Dates

Teaching Associate (TA):

05 / 25 / 2023 – 08 / 22 / 2023*

Instructional Student Assistant (ISA):

06 / 01 / 2023 – 08 / 27 / 2023

Graduate Assistant (GA):

07 / 01 / 2023 – 08 / 31 / 2023

Summer Session **Begins**:

May 30, 2023

Summer Instruction **Ends**:

August 23, 2023

ASE – Unit 11 Salary – Click on salary link below for any updates on salaries.

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) **\$16.20 - \$21.62**
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) **\$2,943 - \$6,891**
- Graduate Assistant (GA) Monthly Salary (2355) **\$2,943 - \$3,972**

<https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>

NOTES:

- 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 appointment notification in time for students to start their positions.
- All correspondence from the Student Employment Office, including offer letter, will be sent to the student Sac State email.

*End date is not flexible.

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2023

Start submitting position postings: November 10, 2022 (CBA 2.1-2)

Start entering OnBase hiring: November 21, 2022

Priority due date: **December 15, 2022**

Submit position postings to: ogs-aseunit11@csus.edu

Increase of ISA pay to \$16.50: January 1, 2023

PRIORITY - Unit 11 OnBase Submission Deadline:

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will receive their offer letter through their My Sac State email from HR / Student Employment Office by: (CBA 2.10)

- Teaching Associate (TA) **January 06, 2023**
- Instructional Student Assistant (ISA) **January 09, 2023**
- Graduate Assistant (GA) **January 13, 2023**

Important Academic Calendar Dates

- **Spring 2023** Registration **Nov. 14 - Dec. 8, 2022**
- **Continuous Enrollment** - Graduate Students **must** submit their Continuous Enrollment online by **(Unit 11 ONLY)**: **January 03, 2023** (CBA 2.14)
- Grades Posted – **Fall 2022**: **January 03, 2023** (CBA 2.14)
- Semester Begins **Spring 2023**: **January 18, 2023**
- Instruction Begins **Spring 2023**: **January 23, 2023**

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

✓ **New & Continuing Student Employees (w/ break 12 month+ service break)** – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).

Spring 2023 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01 / 18 / 2023 – 05 / 24 / 2023
• Instructional Student Assistant (ISA)	01 / 23 / 2023 – 05 / 31 / 2023
• Graduate Assistant (GA)	02 / 01 / 2023 – 06 / 30 / 2023

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

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- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Updated: Oct. 2022

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Winter 2023

**** Students Do Not Need to Be Enrolled to Work during Winter Break ****

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

Winter Intersession Dates: **January 3 – 19, 2023**
Campus Closed – Winter Break: **Dec. 24, 2022 – Jan. 1, 2023**
Start Submitting Position Postings: **November 2, 2022** (CBA 2.1-2)
Start Submitting Unit 11 Applications: **November 14, 2022**
PRIORITY - Unit 11 Application Deadline: **December 7, 2022**

Winter Intersession 2023 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01 / 03 / 2023 – 01 / 17 / 2023
• Instructional Student Assistant (ISA)	08 / 29 / 2022 - 01 / 22 / 2023*
• Graduate Assistant (GA)	09 / 01 / 2022 - 01 / 31 / 2023*

*Part of **Fall 2022** dates

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Important Academic Calendar Dates

- **Grades Posted – Fall 2022:** **January 03, 2023** (CBA 2.14)

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

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Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

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Updated: Oct. 2022

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2022

Time Line / Work Dates / Salary Schedule

Submit FALL 2022 Job Postings:

April 18, 2022

Posting Information: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html#posting-open-positions-online>

Start Submitting OnBase Hires:

July 11, 2022

Priority Hire End Date – OnBase:

July 29, 2022

ASE/Unit 11 Hiring: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: [3.0 GPA or better](#) (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

Important Semester Dates

Fall 2022 Registration Starts:

April 18, 2022

Continuous Enrollment Forms Due (Graduate Students Only)

August 1, 2022

Grades Posted: Spring 2022 - May 25, 2022 / Summer 2022 - August 24, 2022

Fall Semester Begins:

August 24, 2022

Fall Instruction Begins:

August 29, 2022

Fall Semester Ends:

January 3, 2023

ASE / Unit 11 Appointment Notification Letter – Approved **PRIORITY** ASE workers can expect their notification on or before:

- Teaching Associates (TA) **August 08, 2022**
- Instructional Student Assistant (ISA) **August 12, 2022**
- Graduate Assistants (GA) **August 15, 2022**

Fall 2022 Work Dates

- Teaching Associate (TA): **08 / 24 / 2022 – 01 / 03 / 2023**
- Instructional Student Assistant (ISA): **08 / 29 / 2022 – 01 / 22 / 2023**
- Graduate Assistant (GA): **09 / 01 / 2022 – 01 / 31 / 2023**

Payroll and HR/Student Employee website:

<https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html>

ASE – Unit 11 Salary – *Click on salary link below for any updates on salaries.*

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) **\$16.00 - \$21.42**
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) **\$3,279 - \$7,810**
- Graduate Assistant (GA) Monthly Salary (2355) **\$2,905 - \$5,437**

<http://www.calstate.edu/HRAAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Summer Session 2022

Time Line / Work Dates / Salary Schedule

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

Submit **SUMMER** Job Postings:

Friday, April 15, 2022

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html#posting-open-positions-online>

Start Submitting OnBase Hires (**Summer Only**):

April 11, 2022

Spring 2022 Grades Posted & Verified:

May 25, 2022

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Summer 2022 Sessions:

1st Summer Session

May 31 – July 10, 2022

2nd Summer Session

July 11 - August 21, 2022

Summer Grades Due

August 23, 2022

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

ASE OnBase PRIORITY Due Dates

Instructional Student Assistant (ISA):

May 6, 2022

Teaching Associate (TA):

May 6, 2022

Graduate Assistant (GA):

May 13, 2022

Summer 2022 – Work Dates

Teaching Associate (TA):

05 / 26 / 2022 – 08 / 23 / 2022

Instructional Student Assistant (ISA):

06 / 01 / 2022 – 08 / 28 / 2022

Graduate Assistant (GA):

07 / 01 / 2022 – 08 / 31 / 2022

Summer Session Begins:

May 31, 2022

Summer Instruction Ends:

August 23, 2022

ASE – Unit 11 Salary – Click on salary link below for any updates on salaries.

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) **\$16.00 - \$21.42**
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NOTES:

- 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 appointment notification in time for students to start their positions.
- All correspondence from the Student Employment Office, including offer letter, will be sent to the student Sac State email.

Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2022

Start Submitting Position Postings: **November 8, 2021** (CBA 2.1-2)

Start Entering OnBase Hiring: **November 22, 2021**

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

PRIORITY - Unit 11 OnBase Submission Deadline: **December 17, 2021**

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will receive their offer letter through their My Sac State email from HR / Student Employment Office by: (CBA 2.10)

- | | |
|---|-------------------------|
| • Teaching Associate (TA) | January 05, 2022 |
| • Instructional Student Assistant (ISA) | January 07, 2022 |
| • Graduate Assistant (GA) | January 12, 2022 |

Important Academic Calendar Dates

- | | |
|--|------------------------------------|
| • Spring 2022 Registration | Nov. 1 - Dec. 8 , 2021 |
| • <u>Continuous Enrollment</u> - Graduate Students <u>must</u> submit their Continuous Enrollment online by (Unit 11 ONLY): | January 03, 2022 (CBA 2.14) |
| • Grades Posted – Fall 2021 : | January 04, 2022 (CBA 2.14) |
| • Semester Begins Spring 2022 : | January 19, 2022 |
| • Instruction Begins Spring 2022 : | January 24, 2022 |

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

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✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).

Spring 2022 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01 / 19 / 2022 – 05 / 25 / 2022
• Instructional Student Assistant (ISA)	01 / 24 / 2022 – 05 / 31 / 2022
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Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

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Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Winter 2022

**** Students Do Not Need to Be Enrolled to Work during Winter Break ****

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

Winter Intersession Dates:

January 3 – 22, 2022

Campus Closed – Winter Break:

Dec. 24, 2021 – Jan. 2, 2022

Start Submitting Position Postings:

November 2, 2021 (CBA 2.1-2)

Start Submitting Unit 11 Applications:

November 15, 2021

PRIORITY - Unit 11 Application Deadline:

December 6, 2021

Winter Intersession 2021 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	08 / 25 / 2021 – 01 / 03 / 2022*
• Instructional Student Assistant (ISA)	08 / 30 / 2021 - 01 / 18 / 2022*
• Graduate Assistant (GA)	09 / 01 / 2021 - 01 / 31 / 2022*

*Part of Fall 2021 dates

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Important Academic Calendar Dates

- Grades Posted – Fall 2021: January 03, 2022 (CBA 2.14)

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

✓ **New & Continuing Student Employees (w/ break 12 month+ service break)** – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2021

Hiring Dates & Information

Hiring COVID-ISA or COVID-GA ASE / Unit 11 – Please visit the Office of Graduate Studies website for specific process for hiring support instruction impacted by the Coronavirus. **COVID hires will follow this timeline in processing.**

ASE/Unit 11 Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

- **Start Submitting Job Postings:** **April 05, 2021***

*For COVID position posting, please contact the Office of Graduate Studies at aseunit11@csus.edu for information.

- **Priority Submission of Hiring Forms (Email / OnBase**)** **July 1 - 25, 2021**

Student Human Resources is working on switching the hiring process from forms to OnBase. They are hoping to have training completed for hiring staff this summer, but in case that the switch is delayed we will continue to accept forms by email: **aseunit11@csus.edu

Grades Posted:	Spring 2021:	May 26, 2021
	Summer 2021:	August 24, 2021

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: [3.0 GPA or better](#) (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

Fall 2021 Registration: April 26 – May 14, 2021

Continuous Enrollment* – Forms must be submitted by: August 2, 2021
Graduate Students, ASE / Unit 11 Only

ASE / Unit 11 Appointment Notifications (Offer Letters) – For applications received by PRIORITY due date:

- | | |
|---|-----------------|
| • Teaching Associates (TA) | August 03, 2020 |
| • Instructional Student Assistant (ISA) | August 07, 2020 |
| • Graduate Assistants (GA) | August 14, 2020 |

Due to social distancing protocols, Payroll and HR/Student Employee Office will be issuing new guidelines for the processing of offer letters and completing necessary payroll documents. Students will be given instructions when they receive their offer letter by MySacState email.

Payroll and HR/Student Employee website:

<https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html>

ASE – Unit 11 Salary – *Click on salary link below for any updates on salaries.*

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) **\$15.00 - \$20.42**
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) **\$2,427 - \$5,683**
 - TA - **Doctorate Students** (2354.02) **\$2,861 - \$7,164**
- Graduate Assistant (GA) Monthly Salary (2355) **\$2,427 - \$4,542**

<http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

Fall 2020 Work Dates

- **Teaching Associate (TA):** **08 / 25 / 2021 – 01 / 03 / 2022**
- **Instructional Student Assistant (ISA):** **08 / 30 / 2021 – 01 / 23 / 2022**
- **Graduate Assistant (GA):** **09 / 01 / 2021 – 01 / 31 / 2022**

NOTES:

- 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 appointment notification in time for students to start their positions.
- All correspondence from the Student Employment Office, including offer letter, will be sent to the student Sac State email.

Apr2021

Academic Student Employees (ASE / UNIT 11)

Summer Session 2021

Time Line / Work Dates / Salary Schedule

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

Hiring COVID-ISA or COVID-GA ASE / Unit 11 – Please visit the Office of Graduate Studies website for specific process for hiring support instruction impacted by the Coronavirus. **COVID hires will follow this timeline in processing.**

Start Submitting Job Postings:

April 9, 2021

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html#posting-open-positions-online>

Spring 2021 Grades Posted & Verified:

May 26, 2021

- ✓ Graduate Students: 3.0 GPA or better – **Use Cumulative GPA Only**
- ✓ Undergraduate Students: 2.5 GPA or better – **Use Cumulative GPA Only**

Summer 2021 Session:

1st Summer Session
2nd Summer Session
Summer Grades Due

June 1 – July 11, 2021
July 13 - August 22, 2021
August 24, 2021

Start Submitting Summer Hiring E-files:

April 14, 2021 (Summer Only)

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

ASE Applications DUE Dates (priority)

Instructional Student Assistant (ISA):
Teaching Associate (TA):
Graduate Assistant (GA):

May 5, 2021
May 5, 2021
May 14, 2021

Summer 2021 – Work Dates

Instructional Student Assistant (ISA):
Teaching Associate (TA):
Graduate Assistant (GA):

06 / 01 / 2021 – 08 / 29 / 2021
05 / 27 / 2021 – 08 / 24 / 2021
07 / 01 / 2020 – 08 / 31 / 2021

Summer Session Begins:

June 1, 2021

Summer Instruction Ends:

August 24, 2021

ASE – Unit 11 Salary – *Click on salary link below for any updates on salaries.*

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) **\$15.00 - \$20.42**
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) **\$2,427 - \$5,683**
 - TA - **Doctorate Students** (2354.02) **\$2,861 - \$7,164**
- Graduate Assistant (GA) Monthly Salary (2355) **\$2,549 - \$4,542**

<http://www.calstate.edu/HRAAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

NOTES:

- 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 appointment notification in time for students to start their positions.
- All correspondence from the Student Employment Office, including offer letter, will be sent to the student Sac State email.

Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2021

Start Submitting Position Postings: **November 2, 2020** (CBA 2.1-2)

Start Submitting Unit 11 Applications: **November 18, 2020**

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

PRIORITY - Unit 11 Application Deadline: **December 16, 2020**

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will receive their offer letter through their My Sac State email from HR / Student Employment Office by: (CBA 2.10)

- | | |
|---|-------------------------|
| • Teaching Associate (TA) | January 06, 2021 |
| • Instructional Student Assistant (ISA) | January 08, 2021 |
| • Graduate Assistant (GA) | January 13, 2021 |

Important Academic Calendar Dates

- | | |
|--|------------------------------------|
| • Spring 2021 Registration | Nov. 16 - Dec. 11 , 2020 |
| • <u>Continuous Enrollment</u> - Graduate Students <u>must</u> submit their Continuous Enrollment online by (Unit 11 ONLY): | January 04, 2021 (CBA 2.14) |
| • Grades Posted – Fall 2020 : | January 04, 2021 (CBA 2.14) |
| • Semester Begins Spring 2021 : | January 20, 2021 |
| • Instruction Begins Spring 2021 : | January 25, 2021 |

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

✓ **New & Continuing Student Employees (w/ break 12 month+ service break)** – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).

Spring 2021 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01 / 20 / 2021 – 05 / 26 / 2021
• Instructional Student Assistant (ISA)	01 / 25 / 2021 – 05 / 31 / 2021
• Graduate Assistant (GA)	02 / 01 / 2021 – 06 / 30 / 2021

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Updated: Oct. 2020

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Winter 2021

**** Registration in Winter Intersession not required to work during January ****

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

Winter Intersession Dates:

January 4 – 19, 2021

Campus Closed – Winter Break:

Dec. 19, 2020 – Jan. 3, 2021

Start Submitting Position Postings:

November 2, 2020 (CBA 2.1-2)

Start Submitting Unit 11 Applications:

November 11, 2020

PRIORITY - Unit 11 Application Deadline:

December 2, 2020

Winter Intersession 2020 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01 / 04 / 2021 - 01 / 19 / 2021
• Instructional Student Assistant (ISA)	08 / 31 / 2020 - 01 / 19 / 2021*
• Graduate Assistant (GA)	09 / 01 / 2020 - 01 / 31 / 2021*

*Part of Fall 2020 dates

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Important Academic Calendar Dates

- Grades Posted – **Fall 2020:** January 04, 2021 (CBA 2.14)

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

✓ **New & Continuing Student Employees (w/ break 12 month+ service break)** – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Updated: Oct. 2020

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2020

Hiring Dates & Information

Submit Job Postings:

May 12, 2020

Start Submitting Hiring Forms (ELECTRONICALLY)

June 26, 2020

Visit the ASE / Unit 11 website to view **NEW** processes & updated forms.

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

ASE Applications DUE Date (priority):

July 17, 2020

Continuous Enrollment* – Forms must be received by OGS:

August 3, 2020

*ASE/Unit 11 Only

For application received by PRIORITY due date, the Student Employment Office will notify students via Sac State email with instructions on how they will be returning their offer letter:

- Teaching Associates (TA)
- Instructional Student Assistant (ISA)
- Graduate Assistants (GA)

August 03, 2020

August 07, 2020

August 14, 2020

NOTE: Due to social distancing protocols, Payroll and HR/Student Employee Office will be issuing new guidelines for the processing of offer letters and completing necessary payroll documents. Students will be given instructions when they receive the offer letter.

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO). Notifications may be available for pick up earlier than the above noted dates.

Fall 2020 Registration:

April 27 – May 15, 2020

Grades Posted:

Spring 2020: May 20, 2020
Summer 2020: August 20, 2020

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

ASE – Unit 11 Salary – *Click on salary link below for any updates on salaries.*

- | | |
|--|-------------------|
| • Instructional Student Assistant (ISA) Hourly Salary (1150/1151) | \$14.00 - \$20.42 |
| • Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) | \$2,416 - \$5,683 |
| • TA - Doctorate Monthly Students (2354.02) | \$2,778 - \$6,955 |
| • Graduate Assistant (GA) Monthly Salary (2355) | \$2,311 - \$3,634 |

<https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx>

Fall 2020 Work Dates

- | | |
|--|-------------------------|
| • Teaching Associate (TA): | 08/26/2020 – 01/04/2021 |
| • Instructional Student Assistant (ISA): | 08/31/2020 – 01/19/2021 |
| • Graduate Assistant (GA): | 09/01/2020 – 01/31/2021 |

NOTES:

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 appointment notification in time for students to start their positions.

May 2020

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Summer Session 2020

Hiring Dates & Information

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

Start Submitting Job Postings:

May 12, 2020

Start Submitting Hiring Forms (BY EMAIL)

ASAP

Visit the ASE / Unit 11 website to view **NEW** processes & updated forms.

<https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

ASE Applications Due Date (priority)

Submit ASAP

Spring 2020 Grades Posted & Verified:

May 20, 2020

- Graduate Students: 3.0 GPA or better – Use Cumulative GPA Only
- Undergraduate Students: 2.5 GPA or better – Use Cumulative GPA Only

ASE Applications **DUE** Dates (priority):

Instructional Student Assistant (ISA):

ASAP

Teaching Associate (TA):

ASAP

Graduate Assistant (GA):

ASAP

ASE (Unit 11) Appointment Notifications (Offer Letters) – Students will be notified by the Student Employment Office (HR) via Sac State email with instructions on how students will be returning their offer letter.

Instructional Student Assistant (ISA):

TBA

Teaching Associate (TA):

TBA

Graduate Assistant (GA):

June 11, 2020*

NOTE: Due to social distancing protocols, Payroll and HR/Student Employee Office will be issuing new guidelines for the processing of offer letters and completing necessary payroll documents. Students will be given instructions when they receive the offer letter.

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO). Notifications may be available earlier than the above noted dates.

Summer 2020 Session Dates

1st Summer Session:

May 26 – July 2

2nd Summer Session:

July 6 – August 14

Summer Grades Due:

August 20, 2020

ASE – Unit 11 Salary

Instructional Student Assistant (ISA) <i>Hourly</i> Salary (1150/1151)	\$14.00 - \$20.42
Teaching Associate (TA) <i>Monthly</i> Salary (2354.01 - Graduate)	\$2,416 - \$5,683
TA - Doctorate Students <i>Monthly</i> Salary (2354.02)	\$2,778 - \$6,955
Graduate Assistant (GA) <i>Monthly</i> Salary (2355)	\$2,311 - \$3,634

Summer 2020 Work Dates

Instructional Student Assistant (ISA):	06/01/2020 – 08/29/2020
Teaching Associate (TA):	05/25/2020 – 08/20/2020
Graduate Assistant (GA):	07/01/2020 – 08/28/2020

NOTES:

Applications will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2020

Start Submitting Position Postings: **October 28, 2019** (CBA 2.1-2)

Start Submitting Unit 11 Applications: **November 11, 2019**

PRIORITY - Unit 11 Application Deadline: **December 6, 2019**

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will be notified by email that they may pick up their appointment notification at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Applicable **ONLY** to applications turned in by the priority deadline.

- | | |
|---|------------------------------------|
| • Teaching Associate (TA) | Friday, January 3, 2020 |
| • Instructional Student Assistant (ISA) | Wednesday, January 8, 2020 |
| • Graduate Assistant (GA) | Wednesday, January 15, 2020 |

Important Academic Calendar Dates

- | | |
|--|------------------------------------|
| • Spring 2020 Registration | Nov. 25 - Dec. 20 , 2019 |
| • <u>Continuous Enrollment</u> - Graduate Students <u>must</u> submit their Continuous Enrollment form to Graduate Studies (RFC 215) by: | January 03, 2020 (CBA 2.14) |
| • Grades Posted – Fall 2019 : | January 02, 2020 (CBA 2.14) |
| • Spring 2020 Semester Begins : | January 15, 2020 |
| • Spring 2020 Instruction Begins : | January 21, 2020 |

✓ Appointment Notification must be returned to the HR - Student Employment Office, Del Norte Hall, Room 3009, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR/Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Payroll Paperwork – New student employees and those with a break in service for more than 12 months will be required to submit the appropriate payroll documents at the time they pick up the appointment notification in order to be eligible to begin working.

Spring 2020 Unit 11 Work Dates (ASE-PTF):

- | <u>Position</u> | <u>Work Dates</u> |
|---|--|
| • Teaching Associate (TA) | 01 / 16 / 2020 – 05 / 20 / 2020 |
| • Instructional Student Assistant (ISA) | 01 / 21 / 2020 – 05 / 31 / 2020 |
| • Graduate Assistant (GA) | 01 / 31 / 2020 – 06 / 30 / 2020 |

✓ Note **ACTUAL** work start date on the ASE-PTF.

Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office if the student needs to start earlier (e.g. training or orientation)

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2019

Hiring Dates & Information

Submit Job Postings:

April 16, 2019

Start submitting ASE paperwork to OGS:

June 25, 2019

ASE Applications DUE Date (priority):

July 25, 2019

Reminder: Four **(4)** forms are required along with one **(1)** copy of the forms.

1. ASE Application (filled out & signed by student)
2. ASE/PTF
3. Background Check Worksheet
4. ASE Position Description / Responsibilities (**NOT** the job posting form)

Website: <https://www.csus.edu/gradstudies/unit11/facultystaff/>

Appointment Notifications available for pick up in Student Employment Office (for applications received by **PRIORITY** due date):

- | | |
|---|-----------------|
| ▪ Teaching Associates (TA) | August 01, 2019 |
| ▪ Instructional Student Assistant (ISA) | August 07, 2019 |
| ▪ Graduate Assistants (GA) | August 13, 2019 |

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up ***earlier*** than the above noted dates.

Fall 2019 Work Dates

- | | |
|--|---------------------------------|
| ▪ Teaching Associate (TA): | 08 / 21 / 2019 – 01 / 02 / 2020 |
| ▪ Instructional Student Assistant (ISA): | 08 / 26 / 2019 – 01 / 17 / 2020 |
| ▪ Graduate Assistant (GA): | 08 / 30 / 2019 – 01 / 30 / 2020 |

Fall 2019 Registration:

April 29 – May 17, 2019

Continuous Enrollment paperwork **must be received by:** **August 1, 2019** (ASC | Unit 11 **ONLY**)

Grades Posted:

Spring 2019:	May 22, 2019
Summer 2019:	August 22, 2019

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

ASE – Unit 11 Salary

Instructional Student Assistant (ISA) Hourly Salary (1150/1151)	\$13.50 - \$19.92
Teaching Associate (TA) Monthly Salary (2354.01 - Graduate)	\$2,346. - \$5,517.
TA - Doctorate Students (2354.02)	\$2,778. - \$6,955.
Graduate Assistant (GA) Monthly Salary (2355)	\$2,244. - \$3,181.

<http://www.calstate.edu/hrpims/salary/SalarySchd20180308.pdf>

Apr2019

NOTES:

- 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 appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.

Academic Student Employees (ASE / UNIT 11)

Summer Session 2019

Time Line / Work Dates / Salary Schedule

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

Start Submitting Job Postings: April 10, 2019

Website: <https://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html>

Spring 2019 Grades Posted & Verified:

May 22, 2019

- ✓ Graduate Students: 3.0 GPA or better – Use Cumulative GPA Only
- ✓ Undergraduate Students: 2.5 GPA or better – Use Cumulative GPA Only

Start submitting hiring ASE paperwork to OGS: April 17, 2019 (Summer Only)

Reminder: Four (4) forms are required along with one (1) copy of the forms.

1. ASE Application (filled out & signed by student)
2. ASE/PTF
3. Background Check Worksheet
4. ASE Position Description / Responsibilities (not job posting form)

Website: <https://www.csus.edu/gradstudies/unit11/facultystaff/>

ASE Applications DUE Dates (priority):

Instructional Student Assistant (ISA):	May 3, 2019
Teaching Associate (TA):	May 3, 2019
Graduate Assistant (GA):	May 15, 2019

ASE (Unit 11) appointment notifications (offer letters) will be available for pick up* at the Student Employment Office (if submitted by priority date):

Instructional Student Assistant (ISA):	May 14, 2019
Teaching Associate (TA):	May 03, 2019
Graduate Assistant (GA):	June 06, 2019

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Scheduled Effective & End Dates - Summer 2019

Instructional Student Assistant (ISA):	05 / 31 / 2019 – 08 / 29 / 2019
Teaching Associate (TA):	05 / 23 / 2019 – 08 / 20 / 2019
Graduate Assistant (GA):	07 / 01 / 2019 – 08 / 29 / 2019

Summer Session Begins:

May 28, 2019

Summer Instruction Ends:

August 22, 2019

ASE – Unit 11 Salary

Instructional Student Assistant (ISA) Hourly Salary (1150/1151)	\$13.50 - \$19.92
Teaching Associate (TA) Monthly Salary (2354.01 - Graduate)	\$2,346. - \$5,517.
TA - Doctorate Students (2354.02)	\$2,778. - \$6,955.
Graduate Assistant (GA) Monthly Salary (2355)	\$2,244. - \$3,181.

NOTES:

- 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 appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2019

Start Submitting Position Postings: **November 5, 2018** (CBA 2.1-2)

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

Start Submitting Unit 11 Applications: **November 13, 2018**

PRIORITY - Unit 11 Application Deadline: **December 7, 2018**

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will be notified by email that they may pick up their appointment notification at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Applicable **ONLY** to applications turned in by the priority deadline.

- | | |
|---|-----------------------------------|
| • Teaching Associate (TA) | Wednesday, January 4, 2019 |
| • Instructional Student Assistant (ISA) | Monday, January 9, 2019 |
| • Graduate Assistant (GA) | Tuesday, January 15, 2019 |

Important Academic Calendar Dates

- **Spring 2019** Registration **Nov. 27 - Dec. 19 , 2018**
- **Continuous Enrollment** - Graduate Students **must** submit their Continuous Enrollment form to Graduate Studies (RFC 215) by: **January 04, 2019** (CBA 2.14)
- Grades Posted – **Fall 2018**: **January 02, 2019** (CBA 2.14)
- **Spring 2019 Semester Begins**: **January 16, 2019**
- **Spring 2019 Instruction Begins**: **January 22, 2019**

✓ Appointment Notification must be returned to the HR - Student Employment Office, Del Norte Hall, Room 3009, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR/Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Payroll Paperwork – New student employees and those with a break in service for more than 12 months will be required to submit the appropriate payroll documents at the time they pick up the appointment notification in order to be eligible to begin working.

Spring 2019 Unit 11 Work Dates (ASE-PTF):

- | <u>Position</u> | <u>Work Dates</u> |
|---|--------------------------------|
| • Teaching Associate (TA) | 01/16/2019 – 05/22/2019 |
| • Instructional Student Assistant (ISA) | 01/22/2019 – 05/30/2019 |
| • Graduate Assistant (GA) | 01/31/2019 – 06/28/2019 |

✓ Note **ACTUAL** work start date on the ASE-PTF.

Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office if the student needs to start earlier (e.g. training or orientation)

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2018

Hiring Dates & Information

Submit Job Postings:	April 2, 2018
Start submitting ASE paperwork to OGS:	July 2, 2018
ASE Applications DUE Date (priority):	July 20, 2018

Appointment Notifications available for pick up in Student Employment Office (for applications received by PRIORITY due date):

▪ Teaching Associates (TA)	August 07, 2018
▪ Instructional Student Assistant (ISA)	August 10, 2018
▪ Graduate Assistants (GA)	August 13, 2018

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up *earlier* than the above noted dates.

Fall 2018 Work Dates

▪ Instructional Student Assistant (ISA)	08/27/2018 – 01/21/2019
▪ Teaching Associates (TA)	08/22/2018 – 01/02/2019
▪ Graduate Assistants (GA)	08/31/2018 – 01/30/2019

Continuous Enrollment paperwork must be received by: August 1, 2018 (ASC / Unit 11 *ONLY*)

Fall 2018 Registration: April 30 – May 18, 2018

Grades Posted:

Spring 2018:	May 23, 2018
Summer 2018:	August 24, 2018

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

ASE – Unit 11 Salary

Instructional Student Assistant (ISA) Hourly Salary (1150/1151)	\$13.00 - \$19.42
Teaching Associate (TA) Monthly Salary (2354.01 - Graduate)	\$2,278. - \$5,356.
TA - Doctorate Students (2354.02)	\$2,697. - \$6,752.
Graduate Assistant (GA) Monthly Salary (2355)	\$2,179. - \$3,088.

NOTES:

- 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 appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.

Academic Student Employees (ASE / UNIT 11)

Summer Session 2018

Time Line / Work Dates / Salary Schedule

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

NEW Academic Student Employee Personnel Transaction Form (ASEPTF):

http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf

Start Submitting Job Postings: April 2, 2018

Start submitting hiring ASE paperwork to OGS: April 11, 2018 (Summer Only)

ASE Applications DUE Dates (priority):

Instructional Student Assistant (ISA): May 1, 2018

Teaching Associate (TA): May 1, 2018

Graduate Assistant (GA): May 11, 2018

ASE (Unit 11) appointment notifications (offer letters) will be available for pick up* at the Student Employment Office (if submitted by priority date):

Instructional Student Assistant (ISA): May 17, 2018

Teaching Associate (TA): May 09, 2018

Graduate Assistant (GA): June 15, 2018

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Scheduled Effective & End Dates - Summer 2018

Instructional Student Assistant (ISA): 05 / 31 / 2018 - 08 / 26 / 2018

Teaching Associate (TA): 05 / 24 / 2018 - 08 / 21 / 2018

Graduate Assistant (GA): 07 / 01 / 2018 - 08 / 31 / 2018

Spring 2018 Grades Posted & Verified: **May 23, 2018**

✓ Graduate Students: 3.0 GPA or better - Use Cumulative GPA Only

✓ Undergraduate Students: 2.5 GPA or better - Use Cumulative GPA Only

Summer Session Begins: May 24, 2018

Summer Instruction Ends: August 19, 2018

ASE – Unit 11 Salary

Instructional Student Assistant (ISA) Hourly Salary (1150/1151)	\$13.00 - \$19.42
Teaching Associate (TA) Monthly Salary (2354.01 - Graduate)	\$2,278. - \$5,356.
TA - Doctorate Students (2354.02)	\$2,697. - \$6,752.
Graduate Assistant (GA) Monthly Salary (2355)	\$2,179. - \$3,088.

<http://www.calstate.edu/hrpims/salary/SalarySchd20180308.pdf>

NOTES:

- 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 appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2018

Start Submitting Position Postings: **November 6, 2017** (CBA 2.1-2)

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

Start Submitting Unit 11 Applications: **November 13, 2017**

PRIORITY - Unit 11 Application Deadline: **December 6, 2017**

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will be notified by email that they may pick up their appointment notification at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Applicable **ONLY** to applications turned in by the priority deadline.

- | | |
|---|-----------------------------------|
| • Teaching Associate (TA) | Wednesday, January 3, 2018 |
| • Instructional Student Assistant (ISA) | Monday, January 8, 2018 |
| • Graduate Assistant (GA) | Tuesday, January 16, 2018 |

Important Academic Calendar Dates

- | | |
|--|------------------------------------|
| • Spring 2018 Registration | Nov. 27 - Dec. 19 , 2017 |
| • <u>Continuous Enrollment</u> - Graduate Students <u>must</u> submit their Continuous Enrollment form to Graduate Studies (RFC 215) by: | January 05, 2018 (CBA 2.14) |
| • Grades Posted – Fall 2017 : | January 03, 2018 (CBA 2.14) |
| • Spring 2018 Semester Begins : | January 17, 2018 |
| • Spring 2018 Instruction Begins : | January 22, 2018 |

✓ Appointment Notification must be returned to the HR - Student Employment Office, Del Norte Hall, Room 3009, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR/Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Payroll Paperwork – New student employees and those with a break in service for more than 12 months will be required to submit the appropriate payroll documents at the time they pick up the appointment notification in order to be eligible to begin working.

Spring 2018 Unit 11 Work Dates (ASE-PTF):

- | <u>Position</u> | <u>Work Dates</u> |
|---|--------------------------------|
| • Teaching Associate (TA) | 01/17/2018 – 05/23/2018 |
| • Instructional Student Assistant (ISA) | 01/22/2018 – 05/30/2018 |
| • Graduate Assistant (GA) | 01/31/2018 – 06/30/2018 |

✓ Note **ACTUAL** work start date on the ASE-PTF.

Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office if the student needs to start earlier (e.g. training or orientation)

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork. Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2017

★ ASE – Unit 11 Salary (as of July 1, 2016)

Instructional Student Assistant (ISA) **Hourly** Salary (Class 1150 / 1151): **\$12.50 - \$18.92**

Teaching Associate (TA) Monthly Salary (Class 2354): **\$2,212. - \$6,555.**

Graduate Assistant (GA) Monthly Salary (Class 2325): **\$2,116. - \$4,157.**

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/Article-18.pdf>

★ **NEW** Academic Student Employee Personnel Transaction Form (ASEPTF):

http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf

★ ASE Information & Forms

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

Hiring Dates & Information

Submit Job Postings: April 10, 2017

Start Submitting ASE Applications: May 1, 2017

Application Due Dates (PRIORITY): July 7, 2017

Appointment Notifications available for pick up in Student Employment Office (for applications received by PRIORITY due date):

- | | |
|---|---------------------|
| ▪ Teaching Associates (TA) | August 09, 2017 (2) |
| ▪ Instructional Student Assistant (ISA) | August 11, 2017 (2) |
| ▪ Graduate Assistants (GA) | August 14, 2017 (2) |

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Fall 2017 Work Dates

- | | |
|---|-------------------------|
| ▪ Instructional Student Assistant (ISA) | 08/28/2017 – 01/21/2018 |
| ▪ Teaching Associates (TA) | 08/23/2017 – 01/02/2018 |
| ▪ Graduate Assistants (GA) | 09/01/2017 – 01/31/2018 |

Continuous Enrollment paperwork must be received by: August 4, 2017 (ASC / Unit 11 ONLY)

Fall 2017 Registration: May 1-19, 2017

Grades Posted:

Spring 2017:	May 25, 2017
Summer 2017:	August 22, 2017

Overall GPA & Unit Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50) / Unit Min: 4-12
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0) / Unit Min: 6 - 15

NOTES:

- 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 appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.

Academic Student Employees (ASE / UNIT 11)

Summer Session 2017

Time Line / Work Dates / Salary Schedule

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

NEW Academic Student Employee Personnel Transaction Form (ASEPTF):

http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf

Start Submitting Job Postings: April 24, 2017

Start submitting ASE paperwork to OGS: April 24, 2017 (Summer Only)

ASE Applications DUE Dates (priority):

Instructional Student Assistant (ISA): May 10, 2017

Teaching Associate (TA): May 3, 2017

Graduate Assistant (GA): May 30, 2017

ASE (Unit 11) appointment notifications (offer letters) will be available for pick up* at the Student Employment Office (if submitted by priority date):

Instructional Student Assistant (ISA): May 17, 2017

Teaching Associate (TA): May 10, 2017

Graduate Assistant (GA): June 16, 2017

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Scheduled Effective & End Dates - Summer 2017

Instructional Student Assistant (ISA): 06/01/2017 to 08/27/2017

Teaching Associate (TA): 05/25/2017 to 08/22/2017

Graduate Assistant (GA): 07/01/2017 to 08/31/2017

Spring 2017 Grades Posted & Verified:

May 25, 2017

✓ Graduate Students: 3.0 GPA or better - Use Cumulative GPA Only

✓ Undergraduate Students: 2.5 GPA or better - Use Cumulative GPA Only

Summer Session Begins:

May 30, 2017

First 6-Week Session (6W1)

May 30 - July 09, 2017

Second 6-Week Session (6W2)

July 10 - August 20, 2017

Full 12-Week Session (12W)

May 30 - August 20, 2017

Summer Instruction Ends:

August 20, 2017

★ ASE – Unit 11 Salary (as of July 1, 2016)

Instructional Student Assistant (ISA) Hourly Salary (Class 1150 / 1151):	\$12.50 - \$18.92
Teaching Associate (TA) Monthly Salary (Class 2354):	\$2,212. - \$6,555.
Graduate Assistant (GA) Monthly Salary (Class 2325):	\$2,116. - \$4,157.

<https://www.calstate.edu/hradm/salarieschedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

NOTES:

- 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 appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.

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

Spring 2017

Start Submitting Positions Postings: **October 24, 2016** (CBA 2.1-2)
<http://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html>

Start Submitting Unit 11 Applications: **November 14, 2016**

PRIORITY Unit 11 Application Deadline: **December 2, 2016**

Late Applications – We will accept late applications, but **we cannot guarantee** that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Offer Letter Pick-Up – Letters will be available at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Applicable **ONLY** to applications turned in by the priority deadline.

- | | |
|---|-------------------------|
| • Teaching Associate (TA) | January 4, 2017 |
| • Instructional Student Assistant (ISA) | January 9, 2017 |
| • Graduate Assistant (GA) | January 17, 2017 |

Important Academic Calendar Dates:

- | | |
|---|------------------------------------|
| • Spring 2017 Registration | Nov. 28 - Dec. 20 , 2016 |
| • <u>Continuous Enrollment</u> - Graduate Students <u>must</u> submit their Continuous Enrollment form Graduate Studies (RFC 215) by: | January 09, 2017 (CBA 2.14) |
| • Grades Posted – Fall 2016: | January 03, 2017 (CBA 2.14) |
| • Spring 2017 <i>Semester Begins</i> : | January 18, 2017 |
| • Spring 2017 <i>Instruction Begins</i> : | January 23, 2017 |

✓ Offer letters must be returned to the HR - Student Services, Del Norte Hall, Room 3009, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Spring 2017 Unit 11 Work Dates (PTF):

- | <u>Position</u> | <u>Work Dates</u> |
|---|--------------------------------|
| • Teaching Associate (TA) | 01/18/2017 – 05/24/2017 |
| • Instructional Student Assistant (ISA) | 01/23/2017 – 05/31/2017 |
| • Graduate Assistant (GA) | 02/01/2017 – 06/30/2017 |

✓ **Write in the ACTUAL work start date on the PTF.** Take into account processing time & the fourteen (14) days that students are given to return the offer letter (CBA 2.10)

✓ **Students may only work WITHIN the work dates noted above.** Contact Payroll if the student needs to start earlier (e.g. training or orientation)

Unit 11 Pay Base – Links

NOTE: Be aware that at this time the Unit 11 Collective Bargaining Agreement is being ratified, which may include a raise in pay. Please check the CSU Chancellor's salary schedule website for any updates before submitting paperwork.

<http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

Doctorate Students have a different pay scale. Visit the Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.

UNIT 11 - Academic Student Employees

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2016

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 (TBA) – Pre-July 1, 2016**

<http://www.calstate.edu/HRArm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

★ **Personnel Transaction Form (PTF)**

<http://www.csus.edu/hr/forms.html>

★ **Academic Student Employee Information & Forms**

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

Hiring Dates & Information

Start Submitting Unit 11 Applications: **May 23, 2016**

Applications Due Dates (PRIORITY): **July 1, 2016**

Offer Letters Issued (if received by PRIORITY due date):

- | | |
|---|----------------------------|
| ▪ Teaching Associates (TA) | August 08, 2016 (2) |
| ▪ Instructional Student Assistant (ISA) | August 10, 2016 (2) |
| ▪ Graduate Assistants (GA) | August 12, 2016 (2) |

Fall 2016 Work Dates

- | | |
|---|--------------------------------|
| ▪ Instructional Student Assistant (ISA) | 08/29/2016 – 01/22/2017 |
| ▪ Teaching Associates (TA) | 08/24/2016 – 01/03/2017 |
| ▪ Graduate Assistants (GA) | 09/01/2016 – 01/31/2017 |

Continuous Enrollment fees must be received by: **August 5, 2016** (Unit 11 ONLY)

Fall 2016 Registration: **May 2 - 20, 2016**

Fall 2016 Semester Begins: **August 29, 2016**

Summer/Spring 2016 Grades Posted:
Spring 2016: 5/26/16
Summer 2015: 8/23/2016

Overall GPA & Unit Requirements

- **Graduate Students:** 3.0 GPA or better (newly admitted: 2.50) / **Units:** 4-12
- **Undergraduate Students:** 2.5 GPA or better (newly admitted 2.0) / **Units:** 6 - 15

- (1) Paperwork submitted after the priority due date will be processed as soon as possible, but it generally takes 10 working days to process.
- (2) Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter. PTFs will be sent to Payroll only after our office has received the signed offer letter.

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

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.

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

Spring 2016

PRIORITY GA / TA / ISA Applications DUE: January 4, 2016

Late applications will be accepted, but note that we cannot guarantee that student will processed in time to start their position on the first day if they:
have not completed their back ground check
registered in the necessary units.

Important Dates to Remember:

- Spring 2016 Registration Nov. 30 – Dec. 18, 2015
- **Continuous Enrollment:** Grad Students must be enrolled OR have submitted payment to the Office of Graduate Studies by **January 8, 2016**
- Grades Posted – Fall 2015: January 4, 2016
- Spring 2016 Semester Begins: January 20, 2016
- Spring 2016 Instruction Begins: January 25, 2016

Spring 2016 Work Dates (PTF):

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01/20/2016 – 05/25/2016
• Graduate Assistant (GA)	02/01/2016 – 06/30/2016
• Instructional Student Assistant (ISA)	01/25/2016 – 05/31/2016

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

Pay Base – Unit 11 - Pay is determined by the student job code*

• TA \$2,434 - \$11,037 • GA \$2,054 - \$4,036 • ISA \$12.00 – \$18.42

NOTE:

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>

*Visit <http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

** 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.

UNIT 11 - Academic Student Employees

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2015

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

https://www.calstate.edu/LaborRel/Contracts_HTML/cba_CONTRACT/Nov-2013-Jun-16/Article-18.pdf

★ CSU Salary Schedule Link (TBA)

<http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

★ **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/>

Hiring Dates & Information

Start Submitting Unit 11 Applications: July 1, 2015

Applications Due Dates (**PRIORITY**):

- | | |
|---|------------------------------|
| ▪ Teaching Associates (TA) | July 24, 2015 ⁽¹⁾ |
| ▪ Instructional Student Assistant (ISA) | July 27, 2015 ⁽¹⁾ |
| ▪ Graduate Assistants (GA) | July 30, 2015 ⁽¹⁾ |

Offer Letters Issued (if received by **PRIORITY** due date):

- | | |
|---|--------------------------------|
| ▪ Teaching Associates (TA) | August 12, 2015 ⁽²⁾ |
| ▪ Instructional Student Assistant (ISA) | August 17, 2015 ⁽²⁾ |
| ▪ Graduate Assistants (GA) | August 18, 2015 ⁽²⁾ |

Fall 2015 Work Dates

- | | |
|---|-------------------------|
| ▪ Instructional Student Assistant (ISA) | 08/31/2015 – 01/19/2016 |
| ▪ Teaching Associates (TA) | 08/26/2015 – 01/04/2016 |
| ▪ Graduate Assistants (GA) | 09/01/2015 – 01/31/2016 |

Continuous Enrollment fees must be received by: August 1, 2015 (Unit 11 **ONLY**)

Fall 2015 Registration: May 8 - 22, 2015

Fall 2015 Semester Begins: August 29, 2015

Grades Posted: Spring 2015: 5/27/15 / Summer 2015: 8/23/2015

Overall GPA & Unit Requirements

- **Graduate Students:** 3.0 GPA or better (newly admitted: 2.50) / **Units:** 4-12
- **Undergraduate Students:** 2.5 GPA or better (newly admitted 2.0) / **Units:** 6 - 15

(1) Paperwork submitted after the priority due date will be processed as soon as possible, but it generally takes 10 working days to process.

(2) Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter. PTFs will be sent to Payroll only after our office has received the signed offer letter.

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

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) <u>Hourly</u> 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/>

★ **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.

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.

UNIT 11 - Academic Student Employees

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2014

Hiring Dates & Information

Start Submitting Unit 11 Applications: July 1, 2014

Applications Due Dates (**PRIORITY**):

- | | |
|---|-------------------------------|
| ▪ Teaching Associates (TA) | August 1, 2014 ⁽¹⁾ |
| ▪ Instructional Student Assistant (ISA) | August 1, 2014 ⁽¹⁾ |
| ▪ Graduate Assistants (GA) | August 1, 2014 ⁽¹⁾ |

Offer Letters Issued (if received by **PRIORITY** due date):

- | | |
|---|--------------------------------|
| ▪ Teaching Associates (TA) | August 13, 2014 ⁽²⁾ |
| ▪ Instructional Student Assistant (ISA) | August 19, 2014 ⁽²⁾ |
| ▪ Graduate Assistants (GA) | August 18, 2014 ⁽²⁾ |

Fall 2014 Work Dates:

- | | |
|---|--|
| ▪ Teaching Associates (TA) | 08/27/2014 – 01/02/2015 ⁽³⁾ |
| ▪ Instructional Student Assistant (ISA) | 09/02/2014 – 01/20/2015 ⁽³⁾ |
| ▪ Graduate Assistants (GA) | 09/01/2014 – 01/29/2015 ⁽³⁾ |

Continuous Enrollment fees must be received by: August 1, 2014 (Unit 11 **ONLY**)

Fall 2014 Registration: May 1 – 13, 2014

Fall 2014 Semester Begins: September 2, 2014

Grades Posted: Spring 2014: 5/28/14 / Summer 2014: 8/27/14

★ Pay **INCREASED** for Unit 11 - Academic Student Employees ★

New Instructional Student Assistant (ISA) **Hourly** Salary: \$11.50 - \$17.92

New Teaching Associate (TA) Monthly Salary: \$2,046. - \$10,511.

New Graduate Assistant (GA) Monthly Salary: \$1,956. - \$3,844.

CSU Salary Schedule Link

<http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

GPA & Unit Requirements

- **Graduate Students:** 3.0 GPA or better (newly admitted: 2.50) / Units: 4-12
- **Undergraduate Students:** 2.5 GPA or better (newly admitted 2.0) / Units: 6 - 15

(1) Paperwork submitted after the priority due date will be processed as soon as possible, but it generally takes 10 working days to process.

(2) Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter. PTFs will be sent to Payroll **only** after our office has received the signed offer letter.

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

Spring 2014

PRIORITY GA / TA / ISA Applications DUE: December 20, 2013

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 2014 Registration December 2 – 20, 2013
- **Continuous Enrollment**: Grad Students must be enrolled OR have submitted payment to the Office of Graduate Studies by **January 10, 2014**
- Grades Posted – Fall 2013: January 2, 2014
- Spring 2014 Semester Begins: January 22, 2014
- Spring 2014 Instruction Begins: January 27, 2014

Spring 2014 Work Dates:

<u>Position</u>	<u>Work Dates</u>
• Teaching Associate (TA)	01/22/2014 – 05/28/2014
• Graduate Assistant (GA)	01/31/2014 – 06/30/2014
• Instructional Student Assistant (ISA)	01/27/2014 – 06/01/2014

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 by the following dates (if submitted by the priority date):

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

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.

UNIT 11 - Academic Student Employees

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2013

Hiring Dates & Information

Start Submitting Unit 11 Applications: JULY 2, 2013

Applications Due Dates (*PRIORITY*):

- | | |
|---|--------------------|
| ▪ Teaching Associates (TA) | August 3, 2013 (1) |
| ▪ Instructional Student Assistant (ISA) | August 3, 2013 (1) |
| ▪ Graduate Assistants (GA) | August 3, 2013 (1) |

Offer Letters Issued (if received by PRIORITY due date):

- | | |
|---|---------------------|
| ▪ Teaching Associates (TA) | August 13, 2013 (2) |
| ▪ Instructional Student Assistant (ISA) | August 15, 2013 (2) |
| ▪ Graduate Assistants (GA) | August 17, 2013 (2) |

Fall 2013 Work Dates:

- | | |
|---|---------------------------------------|
| ▪ Teaching Associates (TA) | 08/28/2013 – 01/02/2014 (3) |
| ▪ Instructional Student Assistant (ISA) | 09/03/2013 – 01/27/2014 (3) |
| ▪ Graduate Assistants (GA) | 8/30/2013*09/01/2013 – 01/30/2014 (3) |

Continuous Enrollment Payment Due: July 31, 2013 (Unit 11 ONLY)

Fall 2013 Registration: May 1 – June 24, 2013

Fall 2013 Semester Begins: September 3, 2013

Grades Posted: Spring 2013: 5/30/13 / Summer 2013: 8/27/13

Pay Base - Unit 11⁽³⁾

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

GPA & Unit Requirements

- **Graduate Students:** 3.0 GPA or better (newly admitted: 2.50) / Units: 4-12
- **Undergraduate Students:** 2.5 GPA or better (newly admitted 2.0) / Units: 6 - 15

(1) Paperwork submitted after the priority due date will be processed as soon as possible, but it generally takes 10 working days to process.

- (2) Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter.
PTFs will be sent to Payroll only after our office has received the signed offer letter

*Payroll corrected date - 9/10/13

- (3) Updates for the Unit 11 Salary Schedule: <http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

Updated: Fall 2013

UNIT 11 – Academic Student Employees

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Summer 2013

Hiring Dates & Information

*** Students are not required to be enrolled in course work during the summer ***

Start Submitting Unit 11 Applications:	May 1, 2013
Unit 11 Applications DUE:	May 10, 2013 ⁽¹⁾
Offer Letters Issued (<i>if received by due date</i>):	May 17, 2013 ⁽²⁾
Scheduled Effective & End Dates (PTF):	

06 / 03 / 2013 to 08 / 27 / 2013

Summer 2013 Session Begins:	June 3, 2013 ⁽³⁾
Spring 2013 grades posted:	May 30, 2013 ⁽⁴⁾

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

Pay Base – Unit 11

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

Updates for the Unit 11 Salary Schedule: <http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter.
- PTFs will be sent to Payroll only **after** our office has received the signed offer letter.

- (1) 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 position.
- (2) Processing of applications usually takes approximately **10 working days**, if applications are sent **after** the priority deadline.
- (3) Students must return their offer letters before starting their positions.
- (4) GPA will be verified by Graduate Studies when processing applications.

Please contact Diana Duran at durand@csus.edu, if you have any questions.

Updated April 20, 2013

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.

Unit 11 - GA / TA / ISA

Time Line / Work Dates / Pay Schedule

Fall 2012

OGS will start accepting GA/ TA / ISA applications for Fall 2012: **July 2, 2012**

GA / TA / ISA Applications DUE*:

- TA applications due (PRIORITY): **July 24, 2012**
- GA applications due (PRIORITY): **August 2, 2012**
- ISA applications due (PRIORITY): **July 30, 2012**

• *GA / TA / ISA applications received after the dates noted above will be processed as quickly as possible, but we cannot guarantee that PTFs, GA / TA / ISA applications, offer letters, etc. will be processed in time for students to start their positions on the first day.

• Please note that it takes **10 working days** for offer letters to be generated.

Fall 2012 Work Dates:

<u>Position</u>	<u>Start Dates</u>
Graduate Assistants (GA)	08/31/2012 – 01/31/2013
Teaching Associates (TA)	08/22/2012 – 01/02/2013
Instructional Student Assistant (ISA)	08/27/2012 – 01/27/2013

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

- TA offer letters: **August 17, 2012**
- GA offer letters: **August 16, 2012**
- ISA offer letters: **August 10, 2012**

**These dates will only apply to applications that were submitted by the priority due date

★Students must return GA / TA / ISA offer letters before starting their positions ★

Fall Semester Begins: **August 27, 2012**

Grades Posted: **Spring 2012 – May 23, 2012**
Summer 2012 – August 21, 2012

Fall 2012 Registration: **May 1 – July 31, 2012**

Continuous Enrollment Payment Due: **July 27, 2012 (Unit 11 ONLY)**

GPA & enrollment will be verified by OGS prior to mailing offer letters.

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)
- Summer School Students: Overall GPA will be verified

NOTE:

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter
- PTFs will be sent to Payroll **only** after our office has received the signed offer letter

Departments will receive an email with all of the names and status of each student that has been processed by our office: **October 5, 2012**

- PTFs will be sent to Payroll only when our office has received the signed offer letter.

Pay Base – Unit 11

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

Updates for the Unit 11 Salary Schedule: <http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

UNIT 11 - ISA

Time Line / Work Dates / Salary Schedule

Summer 2012

*** Students are not required to be enrolled in course work during the summer ***

Start submitting ISA applications to OGS: **Tuesday, May 1, 2012**

- Please be aware that offer letters will not be sent out to students until **May 18, 2012**.

ISA Applications DUE: **Tuesday, May 8, 2012**

- 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 approximately **10 working days**, if applications are sent **after** the priority deadline.

Scheduled Effective & End Dates for Summer 2012: **05/24/2012 to 8/21/2012**

Teaching Associates & Graduate Assistants Hiring Dates - Please contact Diana Duran at durand@csus.edu for information.

Unit 11 Offer Letters will be ready for pick up (if submitted by priority date): May 10, 2012

Spring 2012 grades posted: **May 23, 2012***

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

* GPA will be verified for all Unit 11 applicants before the start of summer session.

Summer Session Begins: **May 29, 2012**

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

Pay Base – Unit 11

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

Updates for the Unit 11 Salary Schedule: <http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf>

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2024

Start submitting position posting: Nov 10, 2023 (CBA 2.1-2)

Start entering OnBase hires: Nov 20, 2023

Priority Due Dates: Dec 15, 2023

Submit position postings to: aseunit11@csus.edu

PRIORITY - Unit 11 OnBase Submission Deadline:

Late Applications – We will accept late applications, but **we cannot guarantee** that students will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will receive their offer letter through their My Sac State email from HR / Student Employment Office by: (CBA 2.10)

- | | |
|---|--------------|
| ○ Teaching Associate (TA) | Jan 03, 2024 |
| ○ Instructional Student Assistant (ISA) | Jan 08, 2024 |
| ○ Graduate Assistant (GA) | Jan 13, 2024 |

Important Academic Calendar Dates

- | | |
|--|-------------------------|
| • Spring 2024 Registration | Nov 13 – Dec 21, 2023 |
| • <u>Continuous Enrollment</u> - Graduate Students <u>must</u> submit their Continuous Enrollment online by (Unit 11 ONLY) | Jan 03, 2024 (CBA 2.14) |
| • Grades Posted – Fall 2023 | Jan 02, 2024 (CBA 2.14) |
| • Semester Begins Spring 2024 | Jan 17, 2024 |
| • Instruction Begins Spring 2024 | Jan 22, 2024 |

✓ Appointment notification will be sent to the student's Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

✓ **New & Continuing Student Employees (w/ break 12 month+ service break)** – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ **Work Period – Dates on ASE-PTF** - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact the Student Employment Office if the student needs to start earlier (e.g., training or orientation).

Spring 2024 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
○ Teaching Associate (TA)	01 / 17 / 2024 – 05 / 22 / 2024
○ Instructional Student Assistant (ISA)	01 / 22 / 2024 – 05 / 22 / 2024
○ Graduate Assistant (GA)	02 / 01 / 2024 – 06 / 28 / 2024

Unit 11 Pay Base – Links

Doctorate Students: The pay scale is different, please verify pay before submitting paperwork.
Chancellor's website for Unit 11 Salary Schedule:

<http://www.calstate.edu/hrpims/salary/SalarySchd20171009.pdf>

Collective Bargaining Agreement

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml>

To stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee's acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from the date of written notification to accept the appointment.

Article 2.14 - As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal

Updated: OCT 2023

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Summer Session 2024

Time Line / Work Dates / Salary Schedule

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

Start Submitting **SUMMER** Job Postings:

Monday, APR 15, 2024

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html#posting-open-positions-online>

Start Submitting OnBase Hires (**Summer Only**):

APR 24, 2024

Spring 2024 Grades Posted & Verified:

MAY 23, 2024

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Summer 2024 Sessions:

- First 6-week session (6W1): MAY 28 – JUL 7, 2024
- Second 6-week session (6W2): JUL 8 – AUG 18, 2024
- Full 12-week session (12W): MAY 28 – AUG 18, 2024
- **Summer Grades Due:** AUG 20, 2024

Website: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

ASE OnBase PRIORITY Due Dates

Instructional Student Assistant (ISA):

MAY 8, 2024

Teaching Associate (TA):

MAY 8, 2024

Graduate Assistant (GA):

MAY 10, 2024

Summer 2024 – Work Dates

Teaching Associate (TA):

05/23/2024 – 08/20/2024*

Instructional Student Assistant (ISA):

05/28/2024 – 08/25/2024

Graduate Assistant (GA):

07/01/2024 – 08/29/2024

Summer Session **Begins**:

MAY 28, 2024

Summer Instruction **Ends**:

AUG 18, 2024

ASE – Unit 11 Salary – Click on salary link below for any updates on salaries.

- Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) **\$17.01 - \$22.70**
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) **\$3,090.00+**
- Graduate Assistant (GA) Monthly Salary (2355) **\$3,090.00+**

<https://www.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx#-Class=0-CBID=R11-Date=1-PLYear=2024-PLNumber=2402-Recs=15>

NOTES:

- 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 appointment notification in time for students to start their positions.
- All correspondence from the Student Employment Office, including offer letter, will be sent to the student Sac State email.

*End date is not flexible.

Revised: 30 APR 2024

Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2024

Time Line / Work Dates / Salary Schedule

Submit FALL 2024 Job Postings:

April 22, 2024

Posting Information: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html#posting-open-positions-online>

Start Submitting OnBase Hires:

July 08, 2024

Priority Hire End Date – OnBase:

July 31, 2024

ASE/Unit 11 Hiring: <https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html>

Minimum GPA Requirements (Use Cumulative GPA Only)

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements

- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

Important Semester Dates

Fall 2024 Registration Starts:

April 22, 2024

Continuous Enrollment Forms Due (Graduate Students Only)

August 1, 2024

Grades Posted: Spring 2024 - May 22, 2024

Summer 2024 - August 20, 2024

Fall Semester Begins:

August 21, 2024

Fall Instruction Begins:

August 26, 2024

Fall Semester Ends:

January 2, 2025

ASE / Unit 11 Appointment Notification Letter – Approved *PRIORITY* ASE workers can expect their notification on or before:

- Teaching Associates (TA) **August 01, 2024**
- Instructional Student Assistant (ISA) **August 06, 2024**
- Graduate Assistants (GA) **August 15, 2024**

Fall 2024 Work Dates

- Teaching Associate (TA): **08 / 21 / 2024 – 01 / 02 / 2025**
- Instructional Student Assistant (ISA): **08 / 26 / 2024 – 01 / 20 / 2025**
- Graduate Assistant (GA): **08 / 30 / 2024 – 01 / 30 / 2025**

Payroll and HR/Student Employee website:

<https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html>

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Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Winter 2025

**** Students Do Not Need to Be Enrolled to Work during Winter Break ****

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

Winter Intersession Dates **DEC 23 – JAN 1, 2025**

Campus Closed – Winter Break DEC 25, 2024 – JAN 1, 2025

Start Submitting Position Postings **NOV 4, 2024** (CBA 2.1-2)

Start Submitting OnBase Entry Hires **NOV 18, 2024**

PRIORITY – ASE / Unit 11 Deadline DEC 9, 2024

Winter Intersession 2025 Unit 11 Work Dates (ASE-PTF):

<u>Position</u>	<u>Work Dates</u>
○ Teaching Associate (TA)	JAN 2 – 14, 2025
○ Instructional Student Assistant (ISA)	AUG 26, 2024 – JAN 20, 2025*
○ Graduate Assistant (GA)	AUG 30, 2024 – JAN 30, 2025*

*Part of **Fall 2024** dates

Late Applications – We will accept late applications, but **we cannot guarantee** that students will process in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Important Academic Calendar Dates

- **Grades Posted – Fall 2024 JAN 2, 2025** (CBA 2.14)

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Academic Student Employees (ASE) - UNIT 11

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2025

Start submitting position postings:	NOV 10, 2024 (CBA 2.1-2)
Start entering OnBase hiring:	NOV 20, 2024
Priority due date:	DEC 15, 2024
Submit position postings to:	ogs-aseunit11@csus.edu

PRIORITY - Unit 11 OnBase Submission Deadline:

Late Applications – We will accept late applications, but **we cannot guarantee** that student will be processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will receive their offer letter through their My Sac State email from HR / Student Employment Office by: (CBA 2.10)

• Teaching Associate (TA)	JAN 03, 2025
• Instructional Student Assistant (ISA)	JAN 08, 2025
• Graduate Assistant (GA)	JAN 13, 2025

Important Academic Calendar Dates

- **Spring 2025** Registration **NOV 18 – DEC 23, 2024**
- **Continuous Enrollment** - Graduate Students **must** submit their Continuous Enrollment online by (**Unit 11 ONLY**): **JAN 03, 2025** (CBA 2.14)
- Grades Posted – **Fall 2024**: **JAN 02, 2025** (CBA 2.14)
- Semester Begins **Spring 2025**: **JAN 20, 2025**
- Instruction Begins **Spring 2025**: **JAN 21, 2025**

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Spring 2025 Unit 11 Work Dates (ASE-PTF):

Position

- Teaching Associate (TA)
- Instructional Student Assistant (ISA)
- Graduate Assistant (GA)

Work Dates

JAN 15, 2025 – MAY 21, 2025
JAN 21, 2025 – MAY 21, 2025
JAN 31, 2025 – JUN 30, 2025

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UAW Orientation

Newly hired (TA, GA and ISA) are required to attend a 30-minute paid orientation with a UAW representative no later than 10 days after their first day of work. Contact the Office of Academic Labor Relations (ALR) for compliance of notification and assistance by email at academiclr@csus.edu.

Collective Bargaining Agreement

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