

## 2024-2025 Graduate Assistant Payroll Calendar

- If you withdraw or quit your Graduate Assistantship, you must notify SGSR Office immediately.
- GA's may not begin work until Email 3 is received
  - It is your responsibility to follow through with the hiring process to be added to the student payroll system. Your stipend will be **delayed** if you fail to submit/sign all paperwork that is required by Human Resources/Payroll Services.
- Stipend payments are calculated by dividing your total stipend listed in your contract by 16 for full year contracts or 8 for single semester contracts.
  - The number of payments will be shortened depending on when you have been authorized to begin working.
  - There will be no stipend payments during the holiday/winter break!
- If you continue to work on your assistantship during any holiday/winter break, **your GA Coordinator will be required to submit a Student profile sheet so hours can be reported in eTime.**

#	Fall 2024 Pay Period Dates	Fall 2024 Pay Dates
1	08/24/24 - 09/06/24	09/20/24
2	09/07/24 - 09/20/24	10/04/24
3	09/21/24 - 10/04/24	10/18/24
4	10/05/24 - 10/18/24	11/01/24
5	10/19/24 - 11/01/24	11/15/24
6	11/02/24 - 11/15/24	11/29/24
7	11/16/24 - 11/29/24	12/13/24
8	11/30/24 - 12/13/24	12/27/24

#	Spring 2025 Pay Period Dates	Spring 2025 Pay Dates
1	01/25/25 - 02/07/25	02/21/25
2	02/08/25 - 02/21/25	03/07/25
3	02/22/25 - 03/07/25	03/21/25
4	03/08/25 - 03/21/25	04/04/25
5	03/22/25 - 04/04/25	04/18/25
6	04/05/25 - 04/18/25	05/02/25
7	04/19/25 - 05/02/25	05/16/25
8	05/03/25 - 05/16/25	05/30/25