

APPLICABLE TO GRADUATE ASSISTANTS EMPLOYED IN 4022/4122 AND 4023/4123 ONLY
Use the E-1SG to hire graduate assistants.

All graduate students employed in 4022/4122 and 4023/4123 must be attending ODU for the required minimum number of credit hours EACH semester they are employed. Check the Payroll schedule for the dates E-1SG forms must be submitted for the periods shown.

Once graduate assistants are placed on payroll, they automatically receive a paycheck until the date specified on the E-1SG. Departments must review the departmental check register (which includes employees on direct deposit) to ensure that graduate assistants (4022, 4122, 4023, 4123) are still employed in the department. It is the department's responsibility to process terminations timely.

******NOTE:** Graduate students are paid on a (salaried) full time payroll schedule. For payroll purposes only, the University's fiscal year runs from June 10th through June 9th. Please refer to the Payroll Schedule for additional information.

EMPLOYMENT PERIODS	START DATE	END DATE
Summer, part 1	May 10	June 9
Graduate Student Fiscal Year (4022, 4023, 4122, 4123)	June 10 ****	June 09 ****
Departments may choose to employ a graduate assistant for the full academic year.		
Full Academic Year	August 25	May 9
Departments may choose to employ a graduate assistant by semester.		
Fall	August 25	December 9 OR December 24 (if you want the grad asst paid over the holiday)
Spring	December 10 or 25	May 9
Summer, part 1	May 10	June 9
Summer, part 2 (Changing to new FY)	June 10	August 24
Effective date of August 25 (New Grad Assistants or Changing from Summer to Academic Year – Full Academic Year or Fall)		
<p>ALL GRADUATE STUDENTS to be employed in 4022/4122 and 4023/4123</p> <p>Enrolled for the required minimum credit hours</p> <p>Will be continuing to work for you as a graduate assistant during the full academic year or fall semester</p>	<p>This is for the period August 25 – May 9 for the full academic year</p> <p>This is for the period August 25 - December 9 or December 24 (depending on whether you want your grad assistant paid over the holiday) – fall semester</p> <p>New hires – complete a new E-1SG Sections I, II, III, IV, VII</p> <p>Continuation EPAF</p>	

Effective date of December 10 or December 24 (Spring) (Depending on whether your grad assistant was paid over the holiday)	
<p>ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123– for those graduate students who are:</p> <p>Currently employed by you (4022,4023,4122,4123)</p> <p>Enrolled at ODU for the minimum credit hours</p> <p>Will be continuing to work for you as a graduate assistant during the spring</p>	<p>This is for the period December 10 – May 9 or December 25 – May 9</p> <p>Continuation EPAF</p> <p><u>New hires</u> – complete a new E-1SG Sections I, II, III, IV, VII</p>
Effective date of May 10 (Summer, part 1)	
<p>ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123 – for those graduate students who are:</p> <p>Currently employed by you (4022,4023,4122,4123)</p> <p>Enrolled at ODU for a minimum credit hours</p> <p>Will be continuing to work for you <i>as a graduate assistant</i> during the summer</p> <p>Pre-registered for Fall for the minimum required graduate credit hours (see fall/spring)</p>	<p>This is for the period May 10 – June 9</p> <p>Continuation EPAF</p> <p><u>New hires</u> – complete a new E-1SG Sections I, II, III, IV, VII</p>
Effective date of June 10 (Summer, part 2) (changing to new payroll fiscal year) Submit E-1S forms for Summer, part 1 and Summer, Part 2 at the same time	
<p>ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123 – for those graduate students who are:</p> <p>Currently employed by you (4022,4023,4122,4123)</p> <p>Enrolled at ODU for a minimum credit hours</p> <p>Will be continuing to work for you <i>as a graduate assistant</i> during the summer</p> <p>Pre-registered for Fall for the minimum required graduate credit hours (see fall/spring)</p>	<p>This is for the period June 10 - August 24</p> <p>Continuation EPAF</p> <p><u>New hires</u> – complete a new E-1SG Sections I, II, III, IV, VII</p>
<p>When hiring NEW graduate assistants, you must submit the E-1SG form by the deadline on the Payroll schedule.</p>	