

APPLICABLE TO GRADUATE ASSISTANTS EMPLOYED IN 4022 AND 4023 ONLY

EMPLOYMENT PERIODS	START DATE	END DATE
Summer, part 1	May 10	June 9
Summer, part 2 (Changing to new FY)	June 10	August 24
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
Graduate Student Fiscal Year (4022, 4023)	June 10 ****	June 09 ****

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

****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.

Effective date of May 10 (Summer, part 1)

ALL GRADUATE STUDENTS employed in 4022 and 4023 – for those graduate students who are:

Currently employed by you in 4022 or 4023
Enrolled at ODU **for a minimum of 3 credits**
Will be continuing to work for you as a grad asst during the summer
Pre-registered for Fall **for a minimum of 6 credits**

This is for the period May 10 – June 9

Continuation E-1S (4022 or 4023)

Sections I, IV, VII

New hires – complete a new E-1S
Sections I, II, III, VII

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

ALL GRADUATE STUDENTS employed in 4022 and 4023 – for those graduate students who are:

Currently employed by you in 4022/4023
Enrolled at ODU **for a minimum of 3 credits**
Will be continuing to work for you as a grad asst during the summer
Pre-registered for Fall **for a minimum of 6 credits**

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This is for the period June 10 - August 24

NEW E-1S
Sections I, II, III, VII

New hires – complete a new E-1S
Sections I, II, III, VII

**Effective date of August 25
(Changing from Summer to Academic Year - Fall)**

ALL GRADUATE STUDENTS employed in 4022 and 4023 – for those graduate students who are:

Currently employed by you in 4022/4023

Enrolled for a minimum of 6 credits

Will be continuing to work for you as a grad assist during the fall

This is for the period August 25 – December 9 or December 24 (depending on whether you want your grad asst paid over the holiday)

Continuation E-1S (4022 or 4023)

Sections I, IV, VII

New hires – complete a new E-1S
Sections I, II, III, VII

**Effective date of December 10 or December 24 (Spring)
(Depending on whether your grad assistant was paid over the holiday)**

ALL GRADUATE STUDENTS employed in 4022 and 4023 – for those graduate students who are:

Currently employed by you in 4022/4023

Enrolled for a minimum of 6 credits

Will be continuing to work for you as a grad asst during the spring

This is for the period December 10 – May 9 or December 25 – May 9

Continuation E-1S (4022 or 4023)

Sections I, IV, VII

New hires – complete a new E-1S
Sections I, II, III, VII