

**APPLICABLE TO GRADUATE ASSISTANTS EMPLOYED IN 4022/4122 AND 4023/4123 ONLY**

| <b>EMPLOYMENT PERIODS</b>                                     | <b>START DATE</b> | <b>END DATE</b>  |
|---|-------------------|--|
| Summer, part 1  | May 10            | June 9   |
| Summer, part 2<br>(Changing to new FY)                        | June 10           | August 24  |
| Fall  | August 25         | December 9 OR<br>December 24 (if you want<br>the grad asst paid over the<br>holiday) |
| Spring  | December 10 or 25 | May 9  |
| Graduate Student <b>Fiscal Year</b><br>(4022/4122, 4023/4133) | June 10 ****      | June 09 ****   |

All graduate students employed in 4022/4122 and 4023/4123 must be attending ODU for the 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.

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

**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 in 4022/4122 or 4023/4123<br/>                 Enrolled at ODU <b>for a minimum of 3 credits</b><br/>                 Will be continuing to work for you as a grad asst during the summer<br/>                 Pre-registered for Fall <b>for a minimum of 6 credits</b></p> | <p>This is for the period May 10 – June 9</p> <p>Continuation E-1SG (4022/4122 or 4023/4123)<br/>                 Sections I, II, III, IV, VII</p> <p><b>New hires</b> – complete a new E-1SG<br/>                 Sections I, II, III, IV, VII</p> |
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**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**

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| <p>ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123 – for those graduate students who are:</p> <p>Currently employed by you in 4022/4122 - 4023/4123<br/>                 Enrolled at ODU <b>for a minimum of 3 credits</b><br/>                 Will be continuing to work for you as a grad asst during the summer<br/>                 Pre-registered for Fall <b>for a minimum of 6 credits</b></p> | <p>This is for the period June 10 - August 24</p> <p>NEW E-1SG<br/>                 Sections I, II, III, IV, VII</p> <p><b>New hires</b> – complete a new E-1SG<br/>                 Sections I, II, III, IV, VII</p> |
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**Effective date of August 25  
(Changing from Summer to Academic Year - Fall)**

ALL GRADUATE STUDENTS employed in 4022/4122 and 4023/4123 – for those graduate students who are:

Currently employed by you in 4022/4122 – 4023/4123  
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-1SG (4022/4122 or 4023/4123)

Sections I, II, III, IV, VII

**New hires** – complete a new E-1SG  
Sections I, II, III, IV, 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 4022/4122 and 4023/4123 – for those graduate students who are:

Currently employed by you in 4022/4122 – 4023/4123  
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-1SG (4022/4122 or 4023/4123)

Sections I, II, III, IV, VII

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