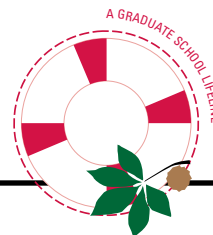


# GRADUATE ASSOCIATE AND FELLOW APPOINTMENT DATES, 2013-2014



Effective Autumn Semester 2013, GA and fellowship appointment dates will be changed to better match the academic calendar under semesters.

## Appointment Dates

### Autumn 2013

August 16, 2013-December 31, 2013

### Spring 2014

January 1, 2014-May 15, 2014

### Summer 2014

May 16, 2014-August 14, 2014

### Who is affected?

We anticipate that most, if not all, graduate associate and fellowship appointments can be converted to this new schedule for Autumn Semester 2013. **Students will not see any change in their total paychecks.**

If you have appointments that may not fit this schedule, please contact Ann Salimbene ([salimbene.1@osu.edu](mailto:salimbene.1@osu.edu)) or Shari Breckenridge ([breckenridge.2@osu.edu](mailto:breckenridge.2@osu.edu)) in the Graduate School, 292-6031.

### Paycheck Calendar

Graduate associates and fellows appointed for Autumn Semester 2013 will receive their first paycheck at the end of August. GAs on a nine-month appointment will receive one-half a month's paycheck in August and one-half in May.

We will work with units to assure a smooth transition to this new calendar. We will provide a sample amended graduate associate appointment letter for those units that have already completed appointment documents for their students.

### Payroll Deduction

Payroll deductions for student health benefits and other student service fees will occur in four installments for both Autumn Semester 2013 and Spring Semester 2014.

Deductions will be reflected in September through December 2013 paychecks for Autumn Semester 2013 and January through April 2014 paychecks for Spring Semester 2014. For Summer Session 2014, deductions will be reflected in June and July 2014 paychecks.

### May Session 2014

A typical graduate associate appointment is for Autumn and Spring Semesters.

However, work patterns are determined locally, and they may vary due to the May Session. If May Session is part of a GTA's established teaching load, for example, no additional pay is required. Alternatively, GTAs who have fulfilled their teaching obligations during Autumn and Spring Semesters may be hired on supplemental appointments to teach during the May Session.

