TEXAS WOMAN'S UNIVERSITY™

MANAGER SELF-SERVICE

PERSONNEL TRANSACTION FORMS

HIRES ✓

REHIRES ✓

CREATE ADDITIONAL ASSIGNMENTS ✓

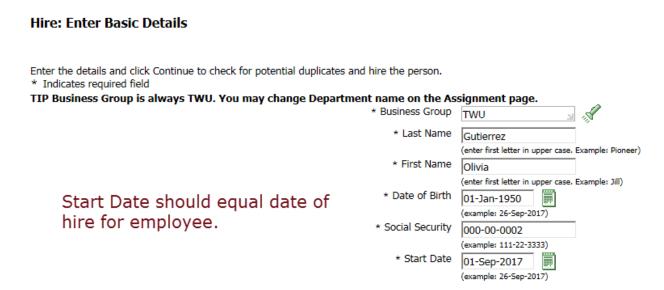**UPDATE ASSIGNMENTS** ✓

TASK PAYMENT ✓

TERMINATION ✓

CHANGE MANAGER ✓

QUICK REFERENCE GUIDE ✓

ENTER A NEW HIRE PTF:

1. Log-in to Phoenix

2. Choose Manager Self-Service

3. Choose Hire

4. If the employee has never worked for TWU, but it shows duplicate, choose No Match.

Hire: Enter Basic Details

Enter the details and click Continue to check for potential duplicates and hire the person.
* Indicates required field
TIP Business Group is always TWU. You may change Department name on the Assignment page.

* Business Group	TWU
* Last Name	Gutierrez
	(enter first letter in upper case. Example: Pioneer)
* First Name	Olivia
	(enter first letter in upper case. Example: Jill)
* Date of Birth	01-Jan-1950
	(example: 26-Sep-2017)
* Social Security	000-00-0002
	(example: 111-22-3333)
* Start Date	01-Sep-2017
	(example: 26-Sep-2017)

Start Date should equal date of hire for employee.

5. Enter the Last name, First name, Date of Birth, Social Security, and Start Date of the new employee. (If this information is entered incorrectly, it will cause a delay in the employee being able to create a Pioneer Portal account.)

6. Choose Continue Continue

7. Provide the person Details for the new employee (all fields with an * are required fields):

Hire: Person Details

Enter person details.
* Indicates required field

Hire Details

Start Date **01-Sep-2017**
Business Group **TWU**
* Person Type [Employee ▼]

Name

Title [Dr. ▼]
* First Name [Olivia]
Middle Name [ ]
* Last Name [Gutierrez]
Prefix [ ] ⓘ
Suffix [ ] ⓘ
Preferred Name [Liv] ⓘ
Previous Last Name [ ] ⓘ

Other

Social Security [000-00-0002]
* Date of Birth [01-Jan-1950] 📅
(example: 26-Sep-2017)
* Gender [Female ▼]

8. **Choose Next** [Next]
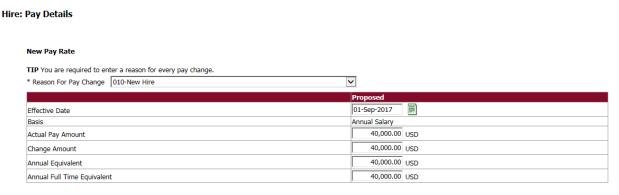
9. **Hire: Assignment – Enter the Assignment Details**
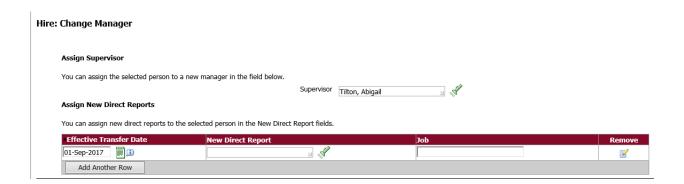   **Remove "TWU" from "Department Name" and enter the employee's department (All fields with an * are required fields):**

	* Department Name	Dean Arts and Sci
	Address Line 1	**P O Box 425739**
	City	**Denton**
	State	**TX**
		Texas
	Zip Code	**76204**
	County	**Denton**
		Denton
	Country	**United States**

Position

* Position Name	Dean Arts and Sci.Sr Secretary.N.1

Job

Job Title	STA.Sr Secretary

Assignment Status

* Status	Active Assignment
* Appointment Reason	010-Newly or rehired employee

Payroll

* Hourly or Salaried	

*People Group (Required)

TIP ***IMPORTANT:** ALL fields for People Group **must** be completed or your transaction will be rejected.
*You must update **Appointment Start** and **Appointment End** fields with the correct effective dates for Appointment, or your transaction will be rejected.*

(Use this format 01-JAN-2011 when entering Appointment Start & End Dates)

Appointment Start	01-SEP-2017
Appointment End	31-AUG-2018
Pay Class	S12
PTO Eligibility Type	COVS
Timecard Type	N

Statutory Information

* Government Reporting Entity	Texas Woman's University
Timecard Approver	
Timecard Required	No

IMPORTANT: Hourly/Student - Timecard Required = **YES**

Other Assignment Information

TIP *Total Per Cent Costing entered must add up to 100%. FTE entered must not exceed 1*

* Assignment Category	Regular Full-Time
FTE	1
1 Per Cent Costing	100
1 Account	10.100.05.0402.00000000
2 Per Cent Costing	
2 Account	
3 Per Cent Costing	
3 Account	
4 Percent Costing	
4 Account	
Course Information	
Assignment Information	
Comments	
Admin Stipend Amt	

TIP *If you are not entering assignment information for the Academic division, you may leave Course Information, Assignment Information and Admin Stipend Amt fields blank.*

Salary Information

* Salary Basis	Non Exempt Salary 7015

TIP *Use **Student HLY** when entering Student information*

Notes – <mark>__Timecard Approver__</mark> field should only be used for staff employees who complete a timecard when the timecard approver and supervisor are not the same person. The Budget Office has asked when we move someone into a budgeted line, we put in the __comments__ who this person will be replacing; so they know what line is being filled. "Replacement for _____."

10. **Choose Next** Next

11. **Choose the Add or Change Salary button:** Add or Change Salary

12. **Choose the "Reason For Pay Change" in the drop down menu: (i.e. 010 New Hire)**

13. **Enter the annual salary in the "Actual Pay Amount" field and TAB. It will fill in the other boxes for you.**
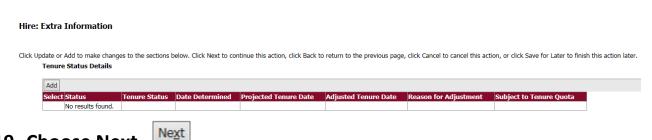
Hire: Pay Details

New Pay Rate

TIP You are required to enter a reason for every pay change.

* Reason For Pay Change   010-New Hire

	Proposed
Effective Date	01-Sep-2017
Basis	Annual Salary
Actual Pay Amount	40,000.00 USD
Change Amount	40,000.00 USD
Annual Equivalent	40,000.00 USD
Annual Full Time Equivalent	40,000.00 USD

14. **Choose Apply** Apply

15. **Review the salary information and choose next** Next

16. **Assign a supervisor to the employee in the Supervisor field. (This person will be the one that supervises the employee and completes performance evaluations).**
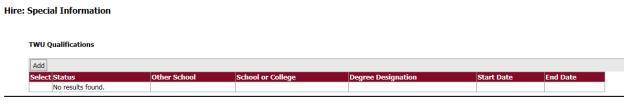
Hire: Change Manager

Assign Supervisor

You can assign the selected person to a new manager in the field below.

Supervisor   Tilton, Abigail

Assign New Direct Reports

You can assign new direct reports to the selected person in the New Direct Report fields.

Effective Transfer Date	New Direct Report	Job	Remove
01-Sep-2017			
Add Another Row			

17. **Choose Next** Next

18. **Extra Information – Add Tenure Status for all faculty, adjuncts, and GTAs. Adjunct Faculty and GTAs are "Not Eligible for Tenure".**

Hire: Extra Information

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Tenure Status Details

Add							
Select	Status	Tenure Status	Date Determined	Projected Tenure Date	Adjusted Tenure Date	Reason for Adjustment	Subject to Tenure Quota
	No results found.						

19. **Choose Next.** Next

20. **Special Information – Enter TWU Qualifications for all faculty, adjunct faculty, and graduate assistants. (If other position, please choose Next)**

Hire: Special Information

TWU Qualifications

Add						
Select	Status	Other School	School or College	Degree Designation	Start Date	End Date
	No results found.					

21. **Choose Next** Next

22. **Review Page – Review your information for accuracy. If you find an error, click the Back button to correct.**

23. **After Review, click on the Printable Page button to print a copy of your PTF** Printable Page **.**

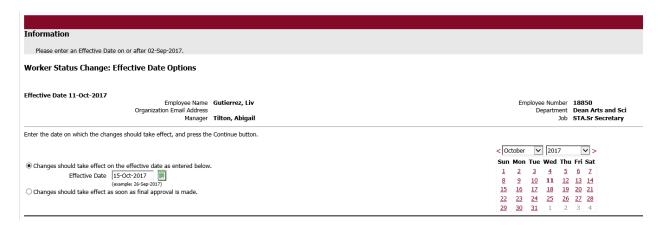24. **Click the Submit Button to submit your PTF for approval.**

Submit

NOTES: You can track your PTF status through Pioneer Portal, SQL Reports, Manager Self-Service folder, Pending New Hires.

ENTER AN UPDATE ASSIGNMENT PTF

Update assignment PTFs are used to update data on an employee's current assignment such as – fiscal year dates, salary, FTE, costing, or terminate an assignment if an employee has multiple positions.

1. Log in to Phoenix
2. Choose Manager Self-Service
3. Choose Update Assignment
4. In the "Name" field, type the last name of the employee you want to update and choose "Go"
5. Choose the assignment number you want to update and click on the "Action" icon
6. Choose an effective date. This is the date the update will take place. You can change this date to be retroactive or in the future.

Information

> Please enter an Effective Date on or after 02-Sep-2017.

Worker Status Change: Effective Date Options

Effective Date 11-Oct-2017

Employee Name **Gutierrez, Liv**	Employee Number **18850**
Organization Email Address	Department **Dean Arts and Sci**
Manager **Tilton, Abigail**	Job **STA.Sr Secretary**

Enter the date on which the changes should take effect, and press the Continue button.

< October ∨ 2017 ∨ >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

⦿ Changes should take effect on the effective date as entered below.
    Effective Date 15-Oct-2017
    (example: 26-Sep-2017)
○ Changes should take effect as soon as final approval is made.

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7. Choose Continue

For this example, we will update FTE, salary, and costing for the employee.

8. Scroll down to the FTE area and change the FTE to the new FTE for employee.

9. Type the effective date from the previous page as the "Costing Start Date" field

10. Change the costing/account number.

Other Assignment Information

TIP Total Per Cent Costing entered must add up to 100%. FTE entered must not exceed 1

* Assignment Category	Regular Full-Time
FTE	.50
1 Costing Start Date	15-OCT-2017
1 Per Cent Costing	100
1 Account	10.100.05.0502.00000000
2 Costing Start Date	
2 Per Cent Costing	
2 Account	
3 Costing Start Date	
3 Per Cent Costing	
3 Account	
4 Costing Start Date	
4 Percent Costing	
4 Account	
Course Information	
Assignment Information	
Comments	
Admin Stipend Amt	

11. Choose Next `Next`

12. Chose Next past the Change Location area `Next`

13. Change the assignment category from Regular Full-time to Regular part-time (since our example is dropping FTE from 1.0 to .50)

Worker Status Change: Work Schedule

Effective Date 15-Oct-2017

Employee Name **Gutierrez, Liv**
Organization Email Address
Manager **Tilton, Abigail**

Enter or Change Assignment Category

Assignment Category | Regular Part-Time ▼
Date Of Last Change

14. **Choose Next** Next
15. **Click on the Add or Change Salary button** Add or Change Salary
16. **Choose a Reason For Pay Change from the drop down menu Type in the new salary under "Actual Pay Amount" field and TAB. It will fill in the rest of the fields for you.**
17. **Choose Apply** Apply
18. **Review the salary and choose Next** Next
19. **If you want to change the supervisor, clear out the current supervisor in the supervisor field and add the new supervisor.**
20. **Choose Next** Next **until you get to the Review Page**
21. **Review your changes. Everything with a blue dot next to it is an update you will be submitting for approval.**
22. **Choose the Printable Page button to print the PTF prior to approval.** Printable Page
23. **Choose Submit to send the PTF for approvals.** Submit

Note: You may use the "Comments to Approver" box at the bottom of the PTF on the Review page to note information for approvers, such as "salary retro to 9/1/17", etc.

CREATE AN ADDITIONAL ASSIGNMENT

Sometimes, it is necessary to create an additional assignment for an employee. For example, a graduate assistant with more than one position, or a regular employee with an adjunct faculty assignment
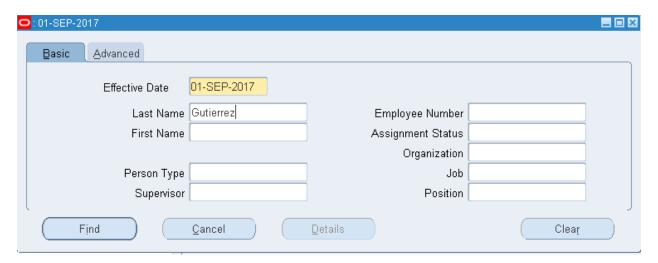
1. Log in to Phoenix
2. Choose Manager Self-Service
3. Choose Create Additional Assignment
4. A box will pop up stating Your Current effective date is XX-XXX-XXXX. Do you want to change it?
   a. If your additional assignment starts in the future, use the current date (today's date) to create your additional assignment.
   b. If your additional assignment starts with the current date or a past date, use those dates as your effective date. (i.e. 9/1/17)

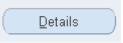5. **Click on the Flashlight icon in the upper left corner**
6. **Type in the Last Name of the employee you want to create an additional assignment for and choose the Find button.**
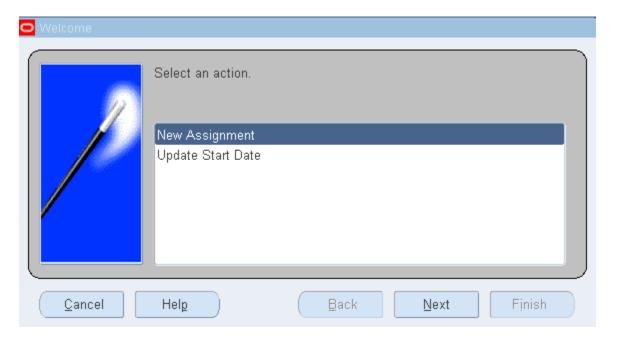

7. **Click on the employee's name you want to add the assignment**
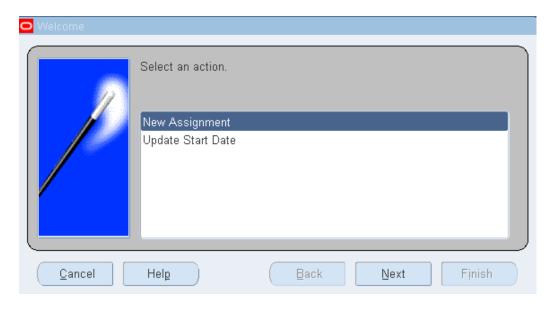8. **Choose the "Details" button.**

9. **Click on the "Actions" button.** Actions

10. **Choose "New Assignment"**

11. **Choose the Next Button**

Welcome

Select an action.

New Assignment
Update Start Date

Cancel   Help   Back   Next   Finish

12. **Choose the Finish Button. You have now created an additional assignment for the employee and may exit this area and go to Manager Self-Service, Update Assignment to create an update assignment PTF to update your new blank assignment.**

Welcome

Select an action.

New Assignment
Update Start Date

Cancel   Help   Back   Next   Finish

ENTER A TASK PAYMENT PTF:

1. Log in to Phoenix
2. Choose Manager Self-Service
3. Choose Task Payment
4. In the Name field, type in the last name of the employee who will receive the task payment.
5. Click the "Go" button.
6. Click the select radio button next to the assignment number and choose the Action icon.   **Action**   (Note: If the employee does not have a current position, you will need to create a program staff assignment. – See Program Staff Assignment creation at end of task payment instructions)
7. Click on the Enter Task Payment button   Enter Task Payment
8. Form Type drop down menu, choose TWU Task Pay, which opens up the task payment PTF form:
9. Enter the details for your task payment:
    a. Amount = Total Dollar Amount for task
    b. Task Payment Costing – Account number with 7013 object code (i.e. 10.100.05.1002.7013.00000000)
    c. Enter Description of the work performed
    d. Enter Task start date – date work started

e. Enter Task end date – date work completed (NOTE: The payment will not be processed prior to end date. I.e. – If the end date is November 30, it will not be available for payment until 12/1)

f. Contact Name – Who may we contact with questions about the PTF

g. Fringe Benefits Adjustment – Choose no. this field is no longer used.

10. Effective From: <mark>IMPORTANT:</mark> This date determines when payment processes.

a. Effective date is the <mark>earnings month</mark> to load the task payment PTF into. For example, if you want to pay the task payment on 11/1, then your effective date will be 10/1. If you want to pay your task payment on 12/1 then your effective from date will be 11/1.

b. Be aware of [payroll deadlines](#). If the payroll deadline has already passed for the month of October, your Effective from date will be 11/1.

* Type TWU Task Pay ▾

Details

TIP *Costing information is required for Task Payments.** Enter a valid Cost Allocation for this Task Payment
Currency = USD unless otherwise noted.

Amount	500
Task Payment Costing	10.100.05.1002.7013.00000000
	Fund.Funding Source.Element Of Cost.Department.Object.Grants_Projects
Description	Preparation for Arts & Sciences Course 10/1 and 10/2
Task Start Date	01-Oct-2017
Task End Date	02-Oct-2017
Contact Name	Abigail Tilton
Fringe Benefits Adjustment?	No ▾
	Indicate whether *FRINGE BENEFIT COSTING* needs to be adjusted from the Assignment costing to the Task Payment costing.

TIP If you do not see fields to enter in Details, after selecting Task Payment type, this assignment is not eligible for Task Payments.
Cancel and choose a **Primary** Assignment.
Effective Date

This Transaction Occurs Once.
Effective From   * 01-Oct-2017

> The Effective From date should be earnings month, not pay date. i.e If you want to pay on 11/1, the Effective from date should be 10/1.

11. Choose the Apply Button.

12. Choose Next

13. Review your task payment PTF

14. Choose the Printable Page button to print the PTF prior to Choose Submit to send the PTF for approval. **

NOTE: BEFORE CLICKING SUBMIT:

Make sure that all appropriate approvers are listed.

- Approver of account being used for payment
- Dean's Assistant (if originator is in a specific College)
- Versinia Gooden (if originator's department is within the Provost hierarchy)
- Robin Bayer (if task payment is being paid from grant)
- Estela Long (if payment is being made to a regular budgeted employee)
- Amanda Noday

PROGRAM STAFF ASSIGNMENT CREATION:

- Create an additional assignment.
- Position = Program Staff
- Payroll = Salaried
- Salary Basis = Hourly 7013
- People Group Dates: Start = Date of beginning of work; End = End of fiscal year.
- Payclass = TSK
- PTO = NONE
- Timecard type = N
- Salary = $1.00
- Approvers comments = Base assignment needed for task payment.

ENTER A TERMINATION PTF

NOTE: Termination PTFs will terminate the employee from the University completely. If you want to terminate an assignment, use Update Assignment PTF.

1. **Log in to Phoenix**
2. **Choose Manager Self-Service**
3. **Choose Termination**
4. **In the Name field, type the last name of the employee you want to terminate from the University and click Go.**
5. **Click on the assignment next to the name of the employee you want to terminate (if more than one, just pick one) and choose the Action icon.**
6. **Effective date: Type the date of termination. The date the employee should be paid through.**
7. **Choose the Continue Button**
8. **In the Last Date Worked field – type the date the employee last worked**
9. **Reason: Choose the reason code for termination. If transferring to a different state agency, use code 065**

Termination

Effective Date 11-Oct-2017

Employee Name	**Gutierrez, Liv**
Organization Email Address	
Manager	**Tilton, Abigail**

* Indicates required field

Remove From Payroll Date **11-Oct-2017**

* Last Date Worked 11-Oct-2017
(example: 26-Sep-2017)

* Reason 065-Transfer to different state agency

Comments

Remove from Payroll date may not cross into another calendar month unless physically working one day in the future month.

TIP
- If you are Terminating the **Primary** assignment, termination will terminate ALL assignments, and end employment.
- To end a secondary assignment, make sure you select the correct assignment, and not the Primary assignment.
- Use the **Back** button to start over, if needed.

10. **Choose the Next Button**
11. **Review the Termination PTF**
12. **Choose the Printable Page Button to print the PTF prior to approval.**
13. **Choose Submit to send the PTF for approvals.**

ENTER A REHIRE PTF

NOTE: Rehire PTFs must be completed in one transaction. It will not allow a save for later when completing rehire PTFs.

1. Log in to Phoenix
2. Choose Manager Self-Service
3. Choose Rehire
4. Type the Last name of the employee in the Last Name field
5. Effective Date = Rehire date
6. Person Type = Ex-employee since the employee is currently listed as ex-employee.
7. Click Go

Rehire: Applicant Hire and Rehire

Search for applicants or ex-employees and click Hire to hire an applicant or ex-employee.
* Indicates required field

Search

Search for applicants with an accepted applicant assignment or ex-employees.

* Business Group	TWU
Last Name	Gutierrez
First Name	
Middle Name	
Date of Birth	(example: 26-Sep-2017)
* Effective Date	03-Nov-2017 (example: 26-Sep-2017)
Person Type	Ex-employee

Go   Clear

8. Select the Employee to Rehire
9. Choose the Hire Button Select Applicant: Hire
10. Person Type – Choose employee or Retired Employee

11. **The biographical information will already be populated for the employee. If any information has changed, please update it on this screen.**

Start Date	**03-Nov-2017**
Business Group	**TWU**
* Person Type	Employee

Name

Title	Dr.
* First Name	Olivia
Middle Name	
* Last Name	Gutierrez
Prefix	
Suffix	
Preferred Name	Liv
Previous Last Name	

Other

Social Security	000-00-0002
* Date of Birth	01-Jan-1950
	(example: 26-Sep-2017)
* Gender	Female

Primary Address

Select an address type and country, and enter an address for this person.

Type	Permanent
Country	United States
	US Address Style
* Address Line 1	1219 Oakland Street
* City	Denton
* State	TX
	Texas
* Zip Code	76204
* County	Denton

12. **Choose the Next button**
13. **Remove "TWU" from the Department Name field and replace with current department name.**

* Department Name Library

Address Line 1 P O Box 425739
City Denton
State TX
Texas
Zip Code 76204
County Denton
Denton
Country United States

Position

* Position Name Library.Admin Asst.N.T.1

Job

Job Title STA.Admin Asst

Assignment Status

* Status Active Assignment
* Appointment Reason 010-Newly or rehired employee

Payroll

* Hourly or Salaried Salaried

*People Group (Required)

(Use this format 01-JAN-2011 when entering Appointment Start & End Dates)

Appointment Start 03-NOV-2017
Appointment End 31-AUG-2018
Pay Class S12
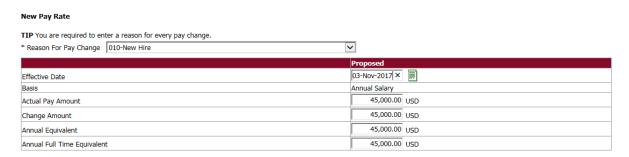**PTO Eligibility Type** COVS
Timecard Type N

14. Input the Position Name, it will populate the Job Title

15. Appointment Start Date will be the Rehire Date

16. Appointment End date will be:

  a. **Staff position – 8/31**

  b. **Full-time Faculty – 5/31**

  c. **Adjunct Faculty:**

    i. **Fall – 01/15**

    ii. **Spring – 5/31**

    iii. **Summer – 8/31**

  d. **Graduate Assistants –**

    i. **Fall – 1/15**

    ii. **Spring – 5/31**

    iii. **Summer – 8/31**

17. Enter Pay Class (*See Reference Guide in back for details*)

18. **Enter PTO Eligibility Type (See Reference Guide in back for details)**

19. **Enter Timecard Type (See Reference Guide in back for details)**

20. **Timecard Required? Select NO unless student assistant or hourly assignment. This field will create the portal timecard only. (Does not pertain to faculty and staff)**

21. **Enter Assignment Category**

22. **Enter FTE**

23. **Enter Percent Costing**

24. **Enter Account Number**

Other Assignment Information

TIP Total Per Cent Costing entered must add up to 100%. FTE entered must not exceed 1

* Assignment Category	Regular Full-Time
FTE	1
1 Per Cent Costing	100
1 Account	10.100.05.1002.00000000
2 Per Cent Costing	
2 Account	
3 Per Cent Costing	
3 Account	
4 Percent Costing	
4 Account	
Course Information	
Assignment Information	
Comments	
Admin Stipend Amt	

TIP If you are not entering assignment information for the Academic division, you may leave Course Information, Assignment Information and Admin Stipend Amt fields blank.

Salary Information

* Salary Basis	Non Exempt Salary 7015

*TIP Use **Student HLY** when entering Student information*

25. **Choose Next**

26. **Click on the Add or Change Salary Button**

27. **Choose a Reason for Pay Change from the drop down menu. (i.e. 010 for new hire or rehire)**

28. **Type the salary amount in the Actual Pay Amount Field**

Rehire: Pay Details

New Pay Rate

TIP You are required to enter a reason for every pay change.

* Reason For Pay Change | 010-New Hire |

	Proposed
Effective Date	03-Nov-2017 ×
Basis	Annual Salary
Actual Pay Amount	45,000.00 USD
Change Amount	45,000.00 USD
Annual Equivalent	45,000.00 USD
Annual Full Time Equivalent	45,000.00 USD

29. **Choose Apply**

30. **Review the salary information**

31. **Choose the Next button**

32. **Assign a supervisor**

33. **Choose the Next button**

34. **Rehire: Extra Information – enter Tenure information if applicable**

35. **Choose Next**

36. **Rehire: Special Information – Add TWU Qualifications if applicable**

37. **Choose Next**

38. **Review Page – Review your PTF for accuracy.**

39. **Choose the Printable Page button to print your PTF prior to sending for approvals.**

40. **Choose the Submit button to submit the PTF**

CHANGE MANAGER

Change manager is used to change the supervisor for an employee. This will be the person that completes the performance evaluations for the employee.

1. Log in to Phoenix
2. Choose Manager Self-Service
3. Choose Change Manager
4. In the Name field, type the last name of the employee needing a supervisor change.
5. Choose an effective date for the change of supervisor. (NOTE: Student assistants will need the effective date for the entire pay period 16th of month in order for new supervisor to approve all of the portal timecard)
6. Clear the current supervisor from the Supervisor field
7. Type the last name of the new supervisor
8. Click the Next Button
9. Review your change and choose the submit button

NOTE: There are no approvals required for a supervisor change. In a scenario where there is a supervisor (performance evaluations) and another person listed as the timecard approver (only approves timecards), an update assignment PTF should be used to change the timecard approver for the employee.

MANAGER SELF-SERVICE

QUICK REFERENCE GUIDE

	Payroll	Pay Class	PTO Eligibility	Timecard Type
Full-time Faculty	Salaried	F9 or F12	SICK	E (exempt)
Full-Time Staff	Salaried	S12	COVS or VCS	N or E (Nonexempt/exempt)
Adjunct Faculty	Salaried	F4.5 (F3 in Summer)	NONE	E (Exempt)
Graduate Assistants	Salaried	F9 (F3 in Summer)	NONE	N (nonexempt)
Student Assistants	Hourly	HRLY	NONE	S (Student)
Temporary Employees	Hourly	HRLY	NONE	H (Hourly)
Task Payments	Salaried	TSK	NONE	N (Nonexempt)

PAY CLASS	MEANING
B12	Faculty - 12 month budgeted
F12	Faculty - 9 month with pay spread over 12 months
F3	Summer Faculty & Graduate Assistants
F4.5	Adjunct Faculty
F9	Faculty and Graduate Assistants - 9 month
HRLY	Hourly Employees (not student assistants)
S10	Staff 10 month

S12	Staff 12 month

	COVS	VCS	SICK	NONE
PTO ELIGIBILITY	**Compensatory, Overtime, Vacation, Sick (Nonexempt Staff)**	**Vacation, Comp, Sick (Exempt Staff)**	**Sick only – (Regular Faculty)**	**Does not accrue PTO (Paid time off)**

	B	E	H	N	S
TIMECARD TYPE	**Badge Swipe DO NOT USE**	**Exempt Employee**	**Hourly Employee (Not Student Assistants**	**Non-exempt employee**	**Student assistants/work study only**

EMPLOYMENT TYPE	START DATE	END DATE
Regular Faculty Fall/Spring	**September 1**	**May 31**
Regular Faculty - Fall Only	**September 1**	**January 15**
Regular Faculty – Spring Only	**January 16**	**May 31**
Adjunct Faculty – Fall	**September 1**	**January 15**
Adjunct Faculty – Summer	**June 1**	**August 31**
Adjunct Faculty – Spring	**January 16**	**May 31**
Staff	**September 1**	**August 31**
Graduate Assistants – Fall	**September 1**	**January 15**
Graduate Assistants – Summer	**June 1**	**August 31**
Graduate Assistants – Spring	**January 16**	**May 31**