

Spring 2025 Employment Information for GAs

Last Day to Work for Fall 2024: December 13, 2024.

Last Pay Date for Fall 2024: December 20, 2024 (refer to the online payroll calendar).

Working During Semester Break (2 Options):

Dates for semester break are December 14, 2024 through January 12, 2025. To be eligible to work during the semester break, a student must be employed as a GA in both the Fall and Spring semesters.

Option 1: GAs can be hired as student workers during the break. This will give them access to Workday and allow them to be paid timely. They will clock in/out and be paid an hourly rate. **This is the recommended option when hiring GAs during the break.**

Option 2: GAs can be paid using the additional duty form. If the GA needs access to Workday, however, they should be hired under Option 1. GAs paid through an additional duty form are not active in Workday and will not have access to the system. Time must be documented on a [timesheet](#) and emailed to HR@southeastern.edu at the end of the break. GAs will be paid on January 31, 2025, the first check of the Spring Semester. Additional duty forms are available on the HR web page at <https://www.southeastern.edu/admin/hr/forms/>. These must be completed for all GAs working during the break and forwarded to Budget office by the end of the day Monday, December 9th.

Spring 2025 Semester Dates: Hire date - Monday, January 13, 2025. Mandatory work dates are Monday, January 13th through Wednesday, May 14th. All GA's will be termed Friday, May 16th.

Minimum Course Hours Required for Fall: Six for citizen students; nine for international students.

Pay Dates for Spring: January 31, 2025, then every other Friday

Telephone Verification of Personal References: Must be completed by the hiring department for all new GAs, including international students, and forwarded to HR. Any Personal Reference Form not turned in by January 13, 2025 will result in a delay of processing the GA's paperwork.

Orientation: Mandatory for all first-time GAs. Hiring departments must advise GAs that an orientation session will be held on Monday, January 13, 2025, at 9:00 a.m. at University Center Theater Room #133. All onboarding paperwork will be completed in Workday. **These documents must be completed by their first day of employment.** GAs **MUST bring their ORIGINAL** Social Security cards and driver's licenses to the Human Resources Department on or before January 13th. International students **MUST bring the original and a printed copy** of their passports (all pages with notations), visas, I-94s, I-20s, work permits and Social Security cards. GAs will not be processed for pay until all documentation is presented. They are welcome to bring these documents to New GA Orientation as well.

Work Permits: International students must obtain and provide to HR a work permit each semester **before beginning work**. Work permits can be obtained from the International Services Office: North Campus Main Building, Room 113, Hammond, LA 70402.

Social Security Card: Citizen GAs will not be processed for pay until the original Social Security card is received in HR. International GAs cannot apply for SS cards until they have been in the United States for ten days. International students are eligible to work prior to receipt of their SS card but must bring the original to HR upon receipt.