



2023-2024 GRADUATE ASSISTANT WORK SCHEDULE*

You may not work your students before the scheduled start date or after the scheduled end date.

Summer II 2023

June 15, Thursday - First day of work for Summer II

July 4, Tuesday – Independence Day holiday, offices closed; assistants cannot be required to work*

July 20, Thursday - Last day of work for Summer II

Fall 2023 Semester

August 1: All Graduate Assistants (new and returning) must complete the **mandatory asynchronous online** training modules as part of their work contract by August 7, 2023. Any GA who does not start on this date or has not finalized their I-9 by this date, will not receive their first paycheck until the end of September or later.

August 7:

- Fall 2023 semester opens.
- Mandatory asynchronous online training modules must be completed by this date.

August 10: In-person GTA training

- **Mandatory training** for all new and newly assigned Graduate Teaching Associates (GTA). GTA is the term that UNCG uses for all Graduate Student Instructors of Record. Assistants who begin on this date will be paid on September payroll. (New Assistants starting on this date must complete the I-9 process by 8/10 to be eligible for September Payroll.) This training is valid for 7 years. Any returning GTA who completed the training prior to August 2017 must complete this training again.

August 11: All Graduate Assistants who were required to participate in the mandatory in-person training may report to their supervisors.

August 14: Undergraduate Convocation Day, offices open; assistants **are expected** to work.

September 4: Labor Day Holiday, offices closed; assistants cannot be required to work*

October 9 & 10: Fall Break, assistants cannot be required to work*

November 22: (Wednesday before Thanksgiving Holiday) offices open and assistants **are expected** to work even though classes are not in session.

November 23 & 24: Thanksgiving Holiday, offices closed; assistants cannot be required to work*

December 8: Last day of work for Fall 2023 semester

Spring 2024 Semester

January 2: All new Graduate Assistants must complete the **mandatory asynchronous online** training modules as part of their work contract by January 8, 2024. Any new GA who does not start on this date or has not finalized their I-9 by this date, will not receive their first paycheck until the end of February or later.

January 8:

- Spring 2024 semester opens
- Mandatory asynchronous online training modules for new GAs must be completed by this date.

January 15: Martin Luther King Jr. Holiday, offices closed; assistants cannot be required to work*

March 4-8: Spring Break, assistants cannot be required to work*

March 29: Spring Holiday, offices closed; assistants cannot be required to work*

May 3: Last day of work for Spring 2024 semester

Summer I 2024

May 8: First day of work for Summer I

May 27: Memorial Day holiday, offices closed; assistants cannot be required to work*

June 12: Last day of work for Summer I

*Some work schedules must deviate from the typical calendar (e.g., being present to feed lab animals during holidays, working on weekends or at night, residence hall assignments, etc.). In such cases, the work schedule must be provided to the student and filed in the Graduate School. Graduate Assistants whose duties require them to work beyond the stated work deadlines should be clearly compensated at a rate higher than that of the typical assignment.

Please Note: Supervisors are not allowed to deviate from this work unless this has been cleared by the Graduate School at the point of issuing a student's contract.