

# PPGRA Dates for Maymester/Summer- FY 2017 & FY 2018

This document is to inform you of the specific appointment begin and end dates as well as pay dates that will be used for the Maymester and Summer semesters.

The payments for these employees made in June will hit your FY 2017 budgets. The July payments will hit the FY 2018 budgets.

- The appointment begin and end dates for Maymester (for Academic/Semester Hires/GASs) are 05/01/17 - 06/01/17. The pay begin and end dates are 05/01/17 - 05/31/17. The pay date will be 05/31/17.
- The appointment begin and end dates for Summer semester (for Academic/Semester Hires/GASs) are 06/01/17 - 08/01/17. The pay begin and end dates are 06/01/17 - 07/31/17. The pay dates will be 06/30/17 and 07/31/17.
- The dates that you would use to combine the Maymester and Summer appointments for an academic graduate assistant are as follows: appointment begin and end dates are 05/01/17 - 08/01/17. Pay begin and end dates are 05/01/17 - 07/31/17. Pay dates will be 05/31/17, 06/30/17 and 07/31/17.
- The appointment begin and end dates for Maymester (for Part-time Instructors/PTIs and PTRs) are 05/08/17 - 06/04/17. The pay begin and end dates are 05/08/17 - 06/04/17. The pay date will be 06/15/17.
- The appointment begin and end dates for Summer semester (for Part-time Instructors/PTIs and PTRs) are 06/05/17 - 07/31/17. The pay begin and end dates are 06/05/17 - 07/31/17. The pay dates will be 06/30/17 and 07/31/17.

The dates that you would use to combine the Maymester and Summer appointments for part-time instructors are as follows: appointment begin and end dates are 05/08/17 - 07/31/17. Pay begin and end dates are 05/08/17 - 07/31/17. Pay dates will be 06/15/17, 06/30/17 and 07/31/17. [Please note that Part-Time Teaching Faculty Agreement Forms must be on file in both the Provost's Office and in Payroll, Benefits, and HRIS for all Part-Time Instructors prior to the first day of classes.](#)

## **The deadlines for each of the classifications are:**

Maymester Regular PTI PAFs – May 8<sup>th</sup>

Maymester GRAs - May 17<sup>th</sup>

Maymester Temporary PTIs – June 5<sup>th</sup>

Summer Regular PTI PAFs – June 5<sup>th</sup>

Summer GRAs – June 16<sup>th</sup>

Summer PTIs – June 16<sup>th</sup>

Please keep in mind that your annuals/GAAs should still have the regular monthly dates for their pay begin and end dates, ex. 06/01/17 - 06/30/17, if you use any dates other than the first day and the last day of the month, their checks will be prorated. The above dates do not apply to annual graduate assistants/GAAs.

**The paygroups are as follows:**

09G = GAAs (annual graduate assistant) and GASs (academic/semester graduate assistants)

09P = PTIs (part-time instructors)

09P = PTRs (rehired retired part-time instructors)

**The jobcodes are as follows:**

094X06 = Graduate Admin Assistant

094X08 = Graduate Research Assistant

094X09 = Graduate Teaching Assistant

094X10 = Graduate Teaching Assistant A

094X11 = Graduate Teaching Assistant B

094X13 = Graduate Computing Assistant

094X14 = Graduate Laboratory & Research Assistant

094X15 = Graduate Teaching A & Research Assistant

094X16 = Graduate Teaching B & Research Assistant

094X17 = Graduate Administrative & Research Assistant

094X18 = Graduate Computing & Research Assistant

094DR05 = Part-Time Instructor, Regular

094DR06 = Part-Time Instructor, Temporary