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**GRADUATE STUDENT EMPLOYMENT
PROCESSING DATES, DEADLINES, & REMINDERS**

Fall Quarter - 2009

FALL QUARTER, 2009

The Graduate Division Office would like to inform academic units of appointment dates, deadlines, and reminders for Fall Quarter 2009, as indicated below:

- Friday, July 24, 2009:** **Deadline** to input graduate student appointments into the Payroll system to insure that fee credits are available on the first batch of Zotbills for Fall quarter.
- Friday, August 7, 2009:** Fee credits posted to Student Billing System (SBS) accounts and available for Fall quarter. Fee credits will be posted to SBS daily after this date.
- Monday, August 10, 2009:** Graduate student Employment Loans will be available at the Graduate Division Office (120 Aldrich Hall) for qualified students. Loans are for cash and fee credits.
- Monday, August 17, 2009:** First Fall quarter Zotbills produced.
- Friday, August 28, 2009:** **Deadline** to input graduate student appointments into the Payroll system to insure that fee credits are available to students prior to the fee payment deadline. Appointments input after this date and their associated fee credits will be handled on a first-served basis.
- Tuesday, September 15, 2009:** Fee Payment **Deadline** for Fall quarter. Students must register and pay fees by this date to avoid late charges.
- Thursday, September 24, 2009:** Instruction begins.
- Friday, October 9, 2009:** **Deadline** to apply for a Graduate Student Employment Loan for Fall quarter.
- Friday, October 16, 2009:** **Deadline** for input of Fall quarter appointments into the Payroll system without a late entry exception approval from the Graduate Division Office.
- Monday, February 1, 2010** As of this date, **Fall 2009** payroll related remission charges will **not** automatically occur. Please contact the Graduate Division employment analyst to arrange for appropriate remission charges. Changes should not be made at the departmental level.