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

Spring Quarter - 2010

**SPRING QUARTER, 2010**

*The Graduate Division Office would like to inform academic units of appointment dates, deadlines, and reminders for Spring Quarter 2010, as indicated below:*

- Friday, January 22, 2010:** **Deadline** to input graduate student appointments into the Payroll system to insure that fee credits are available on the first batch of Zotbills for Spring quarter.
- Friday, February 5, 2010:** Fee credits posted to Student Billing System (SBS) accounts and available for Spring quarter. Fee credits will be posted to SBS daily after this date.
- Monday, February 8, 2010:** Graduate student Employment Loans will be available at the Graduate Division Office (120 Aldrich Hall) for qualified students. Loans are for fee credits only.
- Monday, February 15, 2010:** First Spring quarter Zotbills produced.
- Friday, March 5, 2010:** **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.
- Monday, March 15, 2010:** Fee Payment **Deadline** for Spring quarter. Students must register and pay fees by this date to avoid late charges.
- Monday, March 29, 2010:** Instruction begins.
- Friday, April 9, 2010:** **Deadline** to apply for a Graduate Student Employment Loan for Spring quarter.
- Friday, April 16, 2010:** **Deadline** for input of Spring quarter appointments into the Payroll system without a late entry exception approval from the Graduate Division Office.
- Thursday, July 1, 2010:** As of this date, **Spring 2010** payroll related remission charges will **not** automatically occur. All payroll-related remission charges for Spring 09/10 must be processed by June 30, 2010 in order for changes to be made in the current fiscal year through the Graduate Division Office system.