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

Winter Quarter - 2010

WINTER QUARTER, 2010

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

- Friday, October 23, 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 Winter quarter.
- Friday, November 6, 2009:** Fee credits posted to Student Billing System (SBS) accounts and available for Winter quarter. Fee credits will be posted to SBS daily after this date.
- Monday, November 9, 2009:** 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, November 16, 2009:** First Winter quarter Zotbills produced.
- Friday, December 4, 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, December 15, 2009:** Fee Payment **Deadline** for Winter quarter. Students must register and pay fees by this date to avoid late charges.
- Monday, January 4, 2010:** Instruction begins.
- Friday, January 15, 2010:** **Deadline** for input of Winter quarter appointments into the Payroll system without a late entry exception approval from the Graduate Division Office.
- Friday, January 15, 2010:** **Deadline** to apply for a Graduate Student Employment Loan for Winter quarter.
- Saturday, May 1, 2010:** As of this date, **Winter 2010** 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.