<table>
<thead>
<tr>
<th>MONTH</th>
<th>THINGS TO REMEMBER</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>• Begin submitting Peoplesoft Appointments for AY or Fall GAs</td>
<td>• 7/17/23</td>
</tr>
</tbody>
</table>
| August    | • Graduate College GA/DA Training  
• Graduate College GA/DA Training                                                                                                                                                                                    | • 8/22/23 
• 8/23/23 |
| September | • No submission of AY or Fall GA appointments after Census w/o Graduate College approval  
• TA Lump Sum Fall disbursement occurs with first paycheck after Census                                                                                                                                         | • 9/7/23 - CENSUS  
• 9/26/23– Paycheck Date |
| October   | • GC administrative assistant meeting                                                                                                                                                                                   | • TBD                  |
| November  | • *PeopleSoft open for Spring appointments                                                                                                                                                                             | • 11/1/23 tentative date |
| December  | • *Spring PeopleSoft/Banner Tuition Graduate Appointment forms due to G.C. for review                                                                                                                                   | • 12/14/23 tentative date |
| January   | • Changes to any appointment types – Submit through Management Self Service  
• No submission of Spring GA appointments after Census w/o Graduate College approval  
• TA Lump Sum Spring disbursement occurs with first paycheck after Census                                                                                                                                         | • 1/3/24  
• 1/16/24 - CENSUS  
• 1/16/24 – Paycheck |
| February  | • TA/RA/RD 2024-25 Letter templates and rates sheets available in GC Sharepoint                                                                                                                                       | • 2/8/2024             |
| March     | • *PeopleSoft open for Summer 1 appointments.  
• All GA offers made for SUM I/II 2024; Academic Year 2023-24 in compliance with TAU  
• Forward signed Summer I offer letters to G.C.                                                                                                                                                               | • *TBD 1st week of March  
• 3/31/24  
• 4/15/24 |
| April     | • Sum1 PeopleSoft/Banner Tuition Graduate Appointment forms due to G.C. for review  
• Forward all signed TA/RA/RD offer letters for the next academic year (2022-23) to the Graduate College to begin posting tuition award estimates for Financial Aid  
• Forward Summer 2 signed offer letters to G.C. before appointing in PeopleSoft/Banner Tuition Workflow                                                                                     | • 4/2/24 tentative date  
• 4/27/24, ongoing for new appointees  
• Should be complete by mid-May |
| May       | • Financial Aid Packaging by Financial Aid Office for the next academic year  
• No Submission of Summer 1 GA appointments after Census w/o Graduate College approval  
• *PeopleSoft open for Summer 2 appointments                                                                                                                                                                 | • TBD  
• 5/13/24 census  
• 5/7/24 tentative date |
| June      | • *Sum2 PeopleSoft/Banner Tuition Graduate Appointment forms due to G.C. for review  
• Board of Trustees approves academic year tuition (See GC Sharepoint for updated rate sheets)  
• Continue forwarding all signed AY or Fall offer letters for new appointees                                                                                                                                   | • 6/1/24 tentative date  
• 6/23/24  
• Ongoing |
| July      | • No submission of Summer 2 GA appointments after Census w/o Graduate College approval  
• *PeopleSoft open for Fall only and Academic Year appointments  
• *Fall or AY PeopleSoft/ Graduate Appointment forms due to G.C. for review                                                                                                                                 | • 7/5/24 Census  
• TBD – 1st week in July  
• TBD – usually mid-August |