

## GSF AY-23/24 Early Start, Summer and One-time Payment Processing

Payment Type	System to Use	User Group Responsible
Assistant in Research Early Starts	TimesheetX	Department
Augusta G. Hazard	TimesheetX	Department
Exchange Scholars	TimesheetX	Department
Departmental Jobs & One Time Payments	TimesheetX	Department
Ender's Awards	TimesheetX	GSAS FAO
ELP early start & Math camp early start	TimesheetX	GSAS FAO
Grader without Contact	TFS/TimesheetX	GSAS FAO
GSAS Dean's Emergency Fund	TimesheetX	GSAS FAO
GSAS Hardship Stipends	TimesheetX	GSAS FAO
ISPS Policy Fellows	TimesheetX	Department
John Morton Blum Fellowship	TimesheetX	GSAS FAO
MacMillan One Time Payments	TimesheetX	MacMillan
MacMillan Summer Grant Payments	TimesheetX	MacMillan
Master's Student Stipends	TimesheetX	Department
Master's Student Teaching	TFS/TimesheetX	Department
Prize Teaching Annual Award	TimesheetX	GSAS FAO
Professional School Student Teaching in FAS	TFS/TimesheetX	Department
Project Assistant – One Time Payments	TimesheetX	Department
GSAS Relocation Stipends	TimesheetX	GSAS FAO
YSS Student Teaching	TimesheetX	Department
ULA & UCG	TFS/TimesheetX	Department
VAR Student Compensation & Tuition	TimesheetX	Department

### Hire Date for Early Starts

Once the AY-23/24 Banner packaging load is processed in Workday on July 6, first-year hire dates will be set to August 16 for non-MDPhD and September 1 for MDPhD students.

### Solution to Avoid the Manual Change of the Hire Date

It is recommended to enter first-year students participating in the above programs into TimesheetX before the July 6 Banner packaging load to Workday. This will create an earlier hire date, allowing the processing of the summer payments.

Once the hire is processed, any payments entered in TimesheetX for Summer 2023 will require a manual change of the hire date.

### **Change in Student's Payment Frequency**

Once the Banner to Workday load occurs on July 6, the students' payment frequency will change from weekly to semi-monthly. Please inform students of this change to effectively plan when their payments will be received. Student Employment will be responsible for monitoring this.