

Student Assignment Processing Timelines and Impacts

	CURRENT		PROPOSED	
	Employment Dates	Appt Processing Window	Employment Dates	Appt Processing Window
Fall	9/1 – 1/15	8/1 – 9/20	8/16 – 12/31	7/1 – 8/20
Spring	1/16 – 5/31	11/15 – 1/20	1/1 – 5/15	11/1 – 12/31
Summer	6/1 – 8/31	5/1 – 6/20	5/16- 8/15	4/1 – 5/20

The timeframes above are aligned with various university deadlines related to payroll and insurance. CSUs should adjust their internal operations to ensure all academic graduate student assignments are finalized during the assignment processing windows above.

Failure to finalize assignments by the deadline can:

- Cause significant payroll delays,

- Create lapses in Workers' Compensation Insurance coverage. This is particularly important for students who work in hazardous conditions, such as research labs,

- Cause delays in students receiving medical insurance coverage. In some cases, egregious delays can result in students losing the ability to select optional insurance coverages.