Important Dates for ASE/GSR **8/1/2023** Appointments

JULY	AUG	SEPT	OCT

ON- TIME PAYMENT

In order to get paid on **9/1/2023**, onboarding must be completed no later than **8/7/2023.**

6/23
All Smartsheet approvals for **8/1** pay

5/4
Enter all SWB approvals on the Smartsheet

7/6
DocuSign packet must be completed by all new hires/rehires for on time pay **8/1**

8/7
1) Onboarding(DocuSign packet) must be completed for on-time **9/1** pay
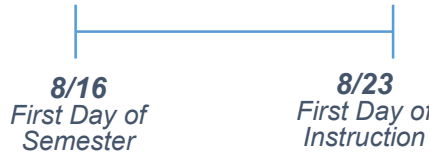2) Section 2 of I-9 needs to be verified before the first day of instruction

8/16
First Day of Semester

8/23
First Day of Instruction

9/1
MO Pay Date

DELAYED PAYMENT & FEE REMISSIONS

Onboarding completed after **8/7/2023** will delay receiving pay and Fee Remissions.

If Onboarding (DocuSign and I-9 verifications) are completed after the first day of semester 8/16/23 pay will be delayed and processed within 10-15 business days from DocuSign/I-9 completion

10/1
Next regular MO pay date

SHORT WORK BREAK (SWB)

Departments should have all GSAO and funding approvals entered in Smartsheet for their Summer/Fall 2023 appointments by **5/4** in order to use **SWB.**

**DAMAGE PAYMENTS/LATER ONBOARDING

Required for anyone who completes onboarding late, **after** the **first day of the semester**, (8/16). HR Gen/Partners for that department must then submit a **Damage Payment** request.

I- 9 COMPLIANCE

To be I-9 compliant, **work cannot start** until onboarding/I-9 is complete.

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Last modified on 3/23/2023

Onboarding Calendar for **ASE/GSR 8/1/2023** Appointments

HOW TO ONBOARD

While working remotely, the ProS Onboarding is offering individual video appointments for Form I-9 verifications from 9AM to 5PM every Monday-Friday.

- **IMPORTANT:** Completing onboarding **after** the deadlines will impact access, pay & benefits (if eligible).
- Onboarding session: **ONLY ONCE DOCUSIGN is received and COMPLETED:** Onboarding can only be scheduled <u>after</u> receipt/completion of a DocuSign packet. Contact your hiring department if there is a delay in receiving the packet.
- Please contact prosonboarding@berkeley.edu for questions or need alternative onboarding date.

JULY '23

F 30	S 1	S 2	M 3	T 4	W 5	Th 6	F 7	S 8	S 9	M 10	T 11	W 12	Th 13	F 14	S 15	S 16	M 17	T 18	W 19	Th 20	F 21	S 22	S 23	M 24	T 25	W 26	Th 27	F 28	S 29	S 30

AUG '23

M 31	T 1	W 2	Th 3	F 4	S 5	S 6	M 7	T 8	W 9	Th 10	F 11	S 12	S 13	M 14	T 15	W 16	Th 17	F1 18	S 19	S 20	M 21	T 22	W 23	Th 24	F 25	S 26	S 27	M 28	T 29	W 30

SEPT '23

Th 31	F 1	S 2	S 3	M 4	T 5	W 6	Th 7	F 8	S 9	S 10	M 11	T 12	W 13	Th 14	F 15	S 16	S 17	M 18	T 19	W 20	Th 21	F 22	S 23	S 24	M 25	T 26	W 27	Th 28	F 29

Legend:
- Green: **Onboarding Sessions**
- H (blue): **Campus Holiday**
- Purple: Last day to onboard in order to receive pay on 8/1
- Red: Last day to onboard in order to receive pay on 9/1

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