

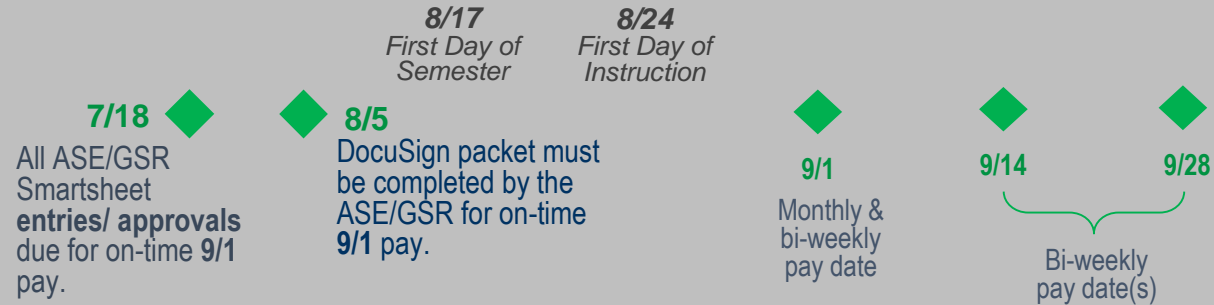
# Important Dates for 8/1/2022 ASE/GSR Appointments



## ASE/GSR / ON-TIME PAYMENT



In order to get paid on 9/1/2022, DocuSign packet must be completed no later than 8/5/2022.



## ASE/GSR / DELAYED PAYMENT AND FEE REMISSIONS



DocuSign completed after 8/5/2022 will delay receiving pay and Fee Remissions.



## SHORT WORK BREAK (SWB)

[Look here](#) for SWB details.

## DAMAGE PAYMENTS/LATER ONBOARDING

Required for anyone who completes onboarding late, **after the first day of the semester, (8/17)**. HR Gen/Partners for that department must then submit a **Damage Payment** request.

## HOW TO ONBOARD

- **IMPORTANT:** Completing onboarding **after** the deadlines will impact access, pay & benefits (if eligible).
- Please contact [share\\_hiring@berkeley.edu](mailto:share_hiring@berkeley.edu) for questions or need alternative dates.
- To be I-9 compliant, **work cannot start** until onboarding/I-9 is complete.

The SHARE Onboarding Team provides individual remote onboarding sessions and remote mass hire sessions (<https://tinyurl.com/2p8k72x9>)

**9AM to 4PM every Monday-Friday**

### Key dates - JULY '22

- **Mon., 7/4** – Holiday.
- **Mon., 7/18** – All ASE/GSR Smartsheet entries/ approvals due for on-time 9/1 pay.

### Key dates - AUG '22

- **Fri., 8/5** – Last day to complete DocuSign in order to receive pay on 9/1.

### Key dates - SEPT '22

- **Mon., 9/5** – Holiday.

The [SHARE Region](#) is conducting onboarding appointments for new employees in the departments they serve.