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

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
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#### 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**.

- **7/18** All ASE/GSR Smartsheet entries/approvals due for on-time 9/1 pay.
- **8/5** DocuSign packet must be completed by the ASE/GSR for on-time 9/1 pay.
- **8/17** First Day of Semester
- **8/24** First Day of Instruction
- **9/1** Monthly & bi-weekly pay date
- **9/14** Bi-weekly pay date(s)
- **9/28**

#### ASE/GSR / DELAYED PAYMENT AND FEE REMISSIONS

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

- **8/6/22 / beyond** If DocuSign packet is completed in this timeframe, (off-cycle) pay will be delayed and processed within 10-15 business days, based on when the request is submitted.
- **8/30** Next regular monthly pay date
- **10/12** Next regular bi-weekly pay date(s)
- **10/26**

#### 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.

Last modified on 4/4/2022
HOW TO ONBOARD

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

**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 Onboarding Team provides individual remote onboarding sessions and remote mass hire sessions ([https://tinyurl.com/2p8k72x9](https://tinyurl.com/2p8k72x9))

9AM to 4PM every Monday-Friday

The **SHARE Region** is conducting onboarding appointments for new employees in the departments they serve.