This month’s newsletter focuses on student appointments. If you have additional questions regarding student appointments, please contact myself or Mallory Aliff, our HR Generalist at aliff.8@osu.edu. Have a safe and enjoyable holiday.

- **Give your Fiscal Associate at least 3 weeks:** Appointing a student employee does not happen overnight. Offer letters need to be signed, determination of a new background check is reviewed, IT needs time for set-up, the Business Center needs to enter information in the system, along with other processes in place. Last minute communication of student hires will not be processed, instead their start date will be push back.

- **Hiring a Graduate student for Fall and Spring?:** Don’t be surprised when you are expected to pay their Summer tuition as well. If a GA works Autumn and Spring, the latest appointment chartfield will pay instructional and general fees. This is the case even if the student is not re-appointed for the Summer.

- **GA funding changes:** If funding changes/chartfield adjustments are made to GA appointments between the start of the term and October, please remind your fiscal associate to also have the fee panels updated.

- **Bi-weekly students:** When a bi-weekly student notifies you of the end of their employment, please remind them to submit all outstanding timesheets by their last day.