

**Graduate Student Payroll Authorization Deadlines - DEPT
2020**

NOTE: PA's that DO NOT meet the GPS Deadline will be REJECTED.

Credit Hour Registration Report Process: GPS runs a report to notify departments of students who are registered below 9 credit hours. This takes place in enough time for students to be contacted & instructed to register prior to GPS sending the final report to Payroll.

In order to cut down on email transmissions, DO NOT carbon copy GPS on student notification emails or when the student has registered. GPS will know who has complied when they run the final Payroll report.

GR	Pay period	Pay Day	Deadline for Dept to have PA in GPS Queue	Comments
2020 Remaining Pay Periods				
23	Dec 1-15	12/15/20	11/30/20	External Fellowship Documents Due December 1st
				PAs for both December pay periods due on November 27, 2019
				Termination PAs for graduates or check for correct stipend end date Please remind Grads* to Register for 9+ hours for Spring semester
24	Dec 16-31	12/31/20	11/30/20	Last Stipend Pay Day for Fall Term
				Spring '20 PAs due to GPS December 11th
2021 Pay Periods				
1	Jan 1-15	1/15/21	12/11/20	1st pay period of spring term. <i>One Chase Bank/Rice holiday in pay period</i>
2	Jan 16-31	1/29/21	1/15/21	<i>One Chase Bank/Rice holiday in pay period</i>
3	Feb 1-15	2/15/21	2/1/21	
4	Feb 16-28	2/26/21	2/12/21	<i>One Chase Bank holiday in pay period</i>
5	Mar 1-15	3/15/21	3/1/21	
6	Mar 16-31	3/31/21	3/17/21	
7	Apr 1-15	4/15/21	4/1/21	
8	Apr 16-30	4/30/21	4/16/21	Please remind Grads* to Register for 9+ hours for Fall semester
				Termination PAs for graduates or check for correct stipend end date
9	May 1-15	5/14/21	4/30/21	Last Stipend Pay Day for Spring Term
				SUMMER PA's DUE APRIL 30th FOR SUMMER SESSIONS 1 & FULL
10	May 16-31	5/31/21	5/17/21	1st pay period of summer term; <i>One Chase Bank/Rice holiday in pay period</i>
				SUMMER PA's DUE MAY 17th FOR SUMMER BLOCK B1 & C1
11	Jun 1-15	6/15/21	6/1/21	SUMMER PA's DUE JUNE 1st FOR SUMMER BLOCK D1 & E1
12	Jun 16-30	6/30/21	6/16/21	SUMMER PA's DUE JUNE 16th FOR SUMMER BLOCK B2
13	Jul 1-15	7/15/21	7/1/21	External Fellowship Documents Due July 1st. <i>One Chase Bank/Rice holiday in pay period</i>
				SUMMER PA's DUE JULY 1st FOR SUMMER BLOCK C2
14	Jul 16-31	7/30/21	7/16/21	Please remind Grads* to Register for 9+ hours for Fall semester
15	Aug 1-15	8/13/21	7/30/21	FALL PAs due AUG 2nd
				Termination PAs for graduates or check for correct stipend end date
				Last Stipend Pay Day for Summer Term
				Please remind Grads* to Register for 9+ hours for Fall semester
16	Aug 16-31	8/31/21	8/2/21	1st pay period of fall semester
17	Sep 1-15	9/15/21	9/1/21	<i>One Chase Bank/Rice holiday in pay period</i>
18	Sep 16-30	9/30/21	9/16/21	

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19	Oct 1-15	10/15/21	10/1/21	One Chase Bank holiday in pay period
20	Oct 16-31	10/29/21	10/15/21	
21	Nov 1-15	11/15/21	11/1/21	One Chase Bank holiday in pay period
22	Nov 16-30	11/30/21	11/16/21	One Chase Bank/Rice holiday, plus another Rice holiday in pay period
23	Dec 1-15	12/15/21	11/30/21	External Fellowship Documents Due December 1st
				PAs for both December pay periods due on November 30, 2021
				Termination PAs for graduates or check for correct stipend end date Please remind Grads* to Register for 9+ hours for Spring semester
24	Dec 16-31	12/31/21	11/30/21	Last Stipend Pay Day for Fall Term
				Spring '22 PAs due to GPS December 10th
				* Grads receiving stipends
Email reminder to students to register				
◆ Registration is not automatic - students must register for at least 9 credit hours per term to be considered full-time status.				
◆ International students that don't register could have immigration consequences.				
◆ Domestic students do not need to register for summer to maintain their full-time status if they are not receiving a stipend from Rice, even if they are on an internship. The exception would be if their program requires them to register for an internship course.				
◆ Departments will have to create a 1x Pay PA for students who miss a pay check, due to non-enrollment or not registered for the minimum amount of credit hours, in order to make up the missed stipend payment.				