In order to get paid on 7/31/2020, DocuSign packet must be completed no later than 7/13/2020.

**LECTURER / ON-TIME PAYMENT**

- **June/July**:
  - 6/3: All Lecturer Smartsheet entries/approvals for 7/31 pay
- **AUG**:
  - 1) Onboarding (DocuSign) must be completed for on-time 7/31 pay
  - 2) Section 2 of I-9 must be verified before the first day of instruction
- **SEPT**:
  - 8/12: All ASE/GSR Smartsheet entries/approvals for 9/1 pay
- **OCT**:
  - 9/1: Monthly pay date
  - 9/16: Biweekly pay date
  - 9/30: Biweekly pay date

**ASE/GSR / ON-TIME PAYMENT**

- **June/July**:
  - 8/3: All ASE/GSR Smartsheet entries/approvals for 9/1 pay
- **AUG**:
  - 1) Onboarding (DocuSign) must be completed for on-time 9/1 pay
  - 2) Section 2 of I-9 must be verified before the first day of instruction
- **SEPT**:
  - 9/1: Monthly pay date
  - 9/16: Biweekly pay date
  - 9/30: Biweekly pay date
- **OCT**:
  - 10/1: Next regular monthly pay date
  - 10/14: Next regular biweekly pay date
  - 10/28: Next regular biweekly pay date

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

- In order to get paid on 9/1/2020, DocuSign packet must be completed no later than 8/12/2020.

**SHORT WORK BREAK (SWB)**

- Departments should have all GSAO and funding approvals entered in Smartsheet for their Summer/Fall 2020 appointments by 5/11 in order to use SWB. [Look here](#) for SWB details.

**DAMAGE PAYMENTS/LATER ONBOARDING**

- Required for anyone who completes onboarding late, after the first day of the semester, (8/19). HR Gen/Partners for that department must then submit a Damage Payment request.

**CRITICAL DATES**

- UCPATH BRS entry deadline: 8/4
- BRS Payroll cutoff: 8/20

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**Important Dates for 7/1/20 and 8/1/20 Lecturer and ASE/GSR Appointments**

<table>
<thead>
<tr>
<th>LECTURER / ON-TIME PAYMENT</th>
<th>ASE/GSR / ON-TIME PAYMENT</th>
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<td>If Onboarding (DocuSign and I-9 verifications) are completed in this timeframe, (off-cycle) pay will be delayed and processed within 10-15 business days from DocuSign/I-9 completion</td>
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Onboarding Calendar for 7/1/20 & 8/1/2020 Appointments

HOW TO ONBOARD

- **IMPORTANT**: Completing onboarding after the deadlines will impact access, pay & benefits (if eligible).
- Link to schedule an onboarding session: ONLY ONCE DOCUSIGN is received and COMPLETED: https://tinyurl.com/y8t5thm

Onboarding can only be scheduled after receipt/completion of a DocuSign packet. Contact your hiring department if there is a delay in receiving the packet.

- Please contact onboarding@berkeley.edu for questions or need alternative dates.
- To be I-9 compliant, work cannot start until onboarding/I-9 is complete.

While shelter-in-place orders exist, the BRS Central Onboarding is offering individual video appointments for Form I-9 verifications from 9AM to 5 PM Monday thru Friday.

*Normal operations and M-W-F new hire paperwork/I-9 verification sessions resume when the order is lifted.*
**IMPORTANT:** Completing onboarding after the deadlines will impact access, pay & benefits (if eligible).

- Link to schedule an onboarding session: **ONLY ONCE** DOCU SIGN is received and COMPLETED: [https://tinyurl.com/y8t5t hmt](https://tinyurl.com/y8t5t hmt). Onboarding can only be scheduled after receipt/completion of a DocuSign packet. Contact your hiring department if there is a delay in receiving the packet.

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**Onboarding Sessions**

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**Campus Holiday**

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Last day to onboard in order to receive pay on **7/31**

Last day to onboard in order to receive pay on **9/1**

Last day to onboard in order to receive pay on **10/1**

**How to Onboard**

Once shelter-in-place orders are lifted, Onboarding New Hire Paperwork/I-9 verification sessions will continue to be offered on **Monday – Wednesday – Friday** at University Hall, room 1B.

*Additional Tues AM and Thurs PM sessions added in August and September.*