

# Important Dates for 1/1/2022 Lecturer and ASE/GSR Appointments

NOV	DEC	JAN	FEB	MAR
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## ASE/GSR and LECTURERS / ON-TIME PAYMENT



In order to get paid on **2/1/2022**, DocuSign packet must be completed no later than **12/6/2021**.

◆ **11/5/21**

All ASE/GSR Smartsheet entries/ approvals for **2/1** pay.

◆ **12/6/21**

- 1) DocuSign packet must be completed for on-time **2/1** pay.
- 2) *Section 2 of I-9 must be verified before the first day of instruction (1/18).*

1/11/22  
First Day of Semester

1/18/22  
First Day of Instruction

◆ **2/1**  
Monthly pay date

◆ **2/3**

◆ **2/17**

◆ **3/3**

Next regular bi-weekly pay date(s)

## ASE/GSR / DELAYED PAYMENT AND FEE REMISSIONS



DocuSign completed after **12/6/2021** may delay receiving pay and Fee Remissions.

**12/7/21 / beyond**

If DocuSign packet is completed in this timeframe, (off-cycle) pay may be delayed and will be processed within 10-15 business days, based on when the request is submitted.

◆ **3/1**  
Next regular monthly pay date

◆ **3/17**

◆ **3/31**

Next regular bi-weekly pay date(s)

## SHORT WORK BREAK (SWB)

Departments should have all GSAO and funding approvals entered in Smartsheet for their Spring 2022 appointments by **11/5/21** in order to use **SWB**.

## DAMAGE PAYMENTS / LATER ONBOARDING

Required for anyone who completes onboarding late, **after the first day of the semester, (1/11/22)**. HR Gen/Partners for that department must then submit a **Damage Payment** request.

## OTHER ONBOARDING SUPPORT

Departments/units who receive support by the following BRS regions should also refer to their Onboarding Teams:

- [SHARE Region](#), [ProS Region](#), and/or the [ERSO Region](#).

# Onboarding Calendar for 1/1/2022 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:** [t.ly/QGQ2](https://t.ly/QGQ2).  
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](mailto:onboarding@berkeley.edu) for questions or need alternative dates.
- To be I-9 compliant, **work cannot start** until onboarding/I-9 is complete.
- Onboarding/dates may differ in [SHARE](#), [ProS](#), or [ERSO](#) regions.

BRS Central Onboarding is offering individual appointments for work authorizations / Form I-9 verifications from **8AM to 6PM Mon-Fri.**

NOV '21																														
M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	
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DEC '21																														
W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F
JAN '22																														
S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M
FEB '22																														
Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M			
MAR '22																														
Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th

-  Onboarding Sessions
-  Campus Holiday
-  Campus Curtailment (anticipated dates-not yet confirmed)

 Last day to complete DocuSign in order to receive pay on 2/1

 Last day to complete DocuSign in order to receive pay on 3/1