**2022-2023 GSR INTERSESSION PROCESS**

By exception, a Graduate Student can work 100% time during the intersession. Intersession is the period between the end of the Fall semester and the start of the Spring semester. This year, the intersession period is December 19, 2022 - January 9, 2023.

**Intersession Dates:**

December (Fall): 12/19, 12/20, 12/21, 12/22, 12/27, 12/28, 12/29

January (Spring): 01/03, 01/04, 01/05, 01/06, 01/09

No work is permitted on official UC Holidays.

**Official UC Holidays:**

12/23, 12/26, 12/30, 1/2

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| **Step** | **Owner** | **Process** |
| 1 | PI | * Discusses appointment with the student, confirms the dates he or she will work and completes Intersession Appointment Justification Request Form with the student.
* Sends the form to Fund Manager for sign off
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| 2 | RA | * Reviews request and signs off on form as confirmation there is sufficient funding for the request
* Submits request to HR Operations (ersostudenthiring@erso.berkeley.edu)
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| 3 | HR Operations | * Reviews request and makes UC Path entry if the student has an active Fall appointment.
* If the student does not have an active Fall appointment, sends student instructions for completing hiring paperwork.
* Sends email to student, PI and RA confirming appointment dates and expectation of work
* Pay will be processed automatically on the student’s next normal pay day
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