

BI-WEEKLY SCHEDULE

Bi-weekly Submission & Processing

Below you will find Bi-Weekly due dates and disbursement dates for Spring 2023. If a member does not submit a bi-weekly by the deadline the payment will be to the next disbursement payperiod.

What are GIA's?

GIA amounts are strictly governed by approved budgets and are established according to the most current GIA Rate Table. The Secretary/Treasurer (as authorized under the ASI Codes of Procedures) determines allocations in conjunction with the appropriate recommendations by Officers responsible for direct oversight of student directors. The Secretary/Treasurer also determines the GIA distribution schedule for the year with the ASI President and distributes it to the ASI membership (POLICY 005)

GIA DISBURSEMENT #1

DATE: Friday, February 24

FOR WORK COMPLETED IN	DUE DATE	CHECK LIST
November 17 – January 25	Wednesday, January 25, 12:00 PM	
January 26 – February 8	Wednesday, February 8, 12:00 PM	

GIA DISBURSEMENT #2

DATE: Friday, April 7

FOR WORK COMPLETED IN	DUE DATE	CHECK LIST
February 9 – February 22	Wednesday, February 8, 12:00 PM	
February 23 – March 8	Wednesday, March 8, 12:00 PM	
March 9 – March 22	Wednesday, March 22, 12:00 PM	

GIA DISBURSEMENT #3

DATE: Friday, May 12/19

FOR WORK COMPLETED IN	DUE DATE	CHECK LIST
State of Affairs	Friday, April 7, 12:00 PM	
March 23 – April 12	Wednesday, April 12, 12:00 PM	
April 13 – April 26	Wednesday, April 26, 12:00 PM	
April 27 – May 10	Wednesday, May 10, 12:00 PM	

Key Policies

- Policy 005 Adm - Grant-In Aid Policy
- Policy 010 - Attendance and Absenteeism
- Policy 025 Performance Expectations and Management Procedure

CONTACT INFORMATION/WHERE TO SUBMIT BI-WEEKLY

- Emily Chen, Secretary/Treasurer
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