

**** IMPORTANT: End of the Semester Reminders ****

April 29, 2020

TO: AM-STUDENT-EMPLOYERS-request@listserv.tamu.edu

FROM: Student Employment Office
Scholarships & Financial Aid

SUBJECT: End of the Semester Reminders

May 2nd is the last day students may be paid from Spring work study funds

Student employees may not earn Spring work study funds past May 2nd. In order to ensure this, departments must create in Workday, a “Change Job – Job Position Title” business process change to a non-work study position title effective May 3rd. See the Spring 2020 Updated Memo PDF for more information.

Moving graduated students off of student title codes

If a student is graduating, they cannot continue to work on a student title code past the last date of the academic term. If you would like them to continue to work, it may be possible to transfer them to a program aid position. Please work with your HR Unit to see if this is a possibility.

Per System Regulation 33.99.01: Employment Practices:

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without posting. Each component must be met: The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, and the employing department has a business need to continue the former student's employment in the same capacity without a break in service, and The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

If you have questions regarding work study please email workstudy@tamu.edu; other student employment related questions can be sent to jobsforaggies@tamu.edu.