

**** IMPORTANT: END OF THE SEMESTER REMINDERS ****

November 9, 2020

TO: Workday HR Contacts & Managers

FROM: Student Employment Office
Scholarships & Financial Aid

SUBJECT: End of the Semester Reminders

November 28th is the last day students graduating in December may be paid from work study funds (federal or state awarded).

Student employees who will not be enrolled in Spring 2021 may not earn work study funds past their last date of enrollment in Fall 2020. In order to ensure this, pay period 7 is the last pay period in which a student may be paid from work study funds.

- All earnings after November 29th, beginning with pay period 8, ***must be paid from departmental funds.***
- The Student Employment Office will communicate with departments after pay period 7 regarding ***student employees who may require payroll corrections.***

Work study students who will be enrolled for the Spring 2021 term are not affected. They can continue to be paid from work study funds for time worked between semesters.

Student Employees may NOT be paid for hours not worked

The University may not pay ***any student employee*** (those receiving federal or state work study and all other student employees) for any hours where work was not actually performed.

If student employees choose not to return to campus after Thanksgiving Break and are unable to continue working, they ***may not be paid until they return to work.*** The temporary waiver in effect for part of Spring 2020 due to COVID-19 is no longer in effect.

If a student has remaining fall work study funds, those funds may be used in the Spring term if they have a spring work study award.

Moving graduated students off of student title codes

If certain criteria are met, student employees 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 a duration of 4.5 months.

For questions, contact the Student Employment Office at workstudy@tamu.edu or call 979-845-0686.