

**** IMPORTANT: WORK STUDY UPDATE ****

November 12, 2019

TO: Workday HR Contacts & Managers

FROM: Student Employment Office
Scholarships & Financial Aid

SUBJECT: Work Study Reminder

November 30th is the last day students graduating in December may be paid from work study funds.

Student employees who will not be enrolled in Spring 2020 may not earn work study funds past their last date of enrollment in Fall 2019. 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 30th, 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 2020 term are not affected. They can continue to be paid from work study funds for time worked between semesters.

If you have further questions, please contact the Student Employment Office at workstudy@tamu.edu or call 979-845-0686.