** IMPORTANT: END OF THE SEMESTER REMINDERS **

November 5th, 2021

TO: Workday HR Contacts & Managers
FROM: Student Employment Office
SUBJECT: End of the Semester Reminders

Moving graduated students off of student title codes

December 11th 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 2022 may not earn work study funds past their last date of enrollment in Fall 2021. In order to ensure this, pay period 8 is the last pay period in which a student may be paid from work study funds.

- All earnings after December 11th, beginning with pay period 9, must be paid from departmental funds.
- The Student Employment Office will communicate with departments after pay period 8 regarding student employees who may require payroll corrections.

Work study students who will be enrolled for the Spring 2022 term are not affected. They can continue to be paid from work study funds for time worked between semesters.

Non-Work Study Student Employees

If graduating, students must be moved off student title codes no later than the Monday following the latest commencement ceremony of the term. Based on this fall’s ceremony schedule, the date is December 20th.

The following exceptions apply:

Graduating students can remain on student title codes if:

- they have already registered for an upcoming semester OR
- they communicate intent to register for the Spring 2022 semester, such as showing proof of acceptance to a new TAMU program beginning in Spring 2022.

Graduating international students on F-1 or J-1 visas must stop working on or before the day degrees are conferred, or the expiration of their I-20 or DS-2019, whichever comes first.

Special note for Placement in Temporary/Casual Positions

If certain criteria are met, employees in a student status (graduate or undergraduate level) may be temporarily placed in a temporary/casual position without posting per Standard Administrative Procedure 33.99.01.M0.01, Recruiting and Selection of Non-Faculty Positions. 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.

Additional guidance on initiating the Change Job business process is available on HROE’s website.

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