

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

Date: April 28, 2021

TO: Workday Supervisors & HR Contacts

FROM: Student Employment Office
Scholarships & Financial Aid

SUBJECT: End of the Semester Reminders

Moving graduated students off of student title codes

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 spring's ceremony schedule, the date is May 24, 2021.

The following exceptions apply:

Graduating students can remain on student title codes if:

- they have already registered for the Summer or Fall 2021 semester or
- they communicate intent to register for the Summer 2021 semester, such as showing proof of acceptance to a new TAMU program beginning in Summer 2021.

Different Dates apply to Work Study and International students:

- If work study funds are being utilized to pay students, separate deadlines are utilized:
 - The Student Employment Office communicated this deadline in an [earlier memo](#) sent to the campus community on March 26th.
- International students:
 - 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.