

**\*\* IMPORTANT: Graduating Student Reminder \*\***

August 11, 2020

TO: Student Employee Supervisors/HR Contacts

FROM: Student Employment Office  
Scholarships & Financial Aid

SUBJECT: Graduating Student Reminder

**Moving graduated students off of student title codes**

A graduating student employee cannot continue to work on a student title code past the last date of the term in which they graduate. 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](mailto:workstudy@tamu.edu); other student employment related questions can be sent to [jobsforaggies@tamu.edu](mailto:jobsforaggies@tamu.edu).