

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

Date: August 5, 2021
TO: Workday Supervisors & HR Contacts
FROM: Student Employment Office
Scholarships & Financial Aid
SUBJECT: End of the Semester Reminders

August 7th is the last day students may be paid from Summer work study funds

Student employees may not earn Summer work study funds past August 7th. To ensure this, a “change job- job position title” must be initiated in Workday by the employing department. The position title needs to be changed to a non-work study job profile with an effective date of August 8th unless the student provides you a 2021-2022 work study certificate.

Moving graduated students off 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 summer’s ceremony schedule, the date is August 16th.

The following *exceptions* apply:

1. Graduating students can remain on student title codes if:
 - they have already registered for the Fall 2021 semester **OR**
 - they communicate intent to register for the Fall 2021 semester, such as showing proof of acceptance to a new TAMU program beginning in Fall 2021.
2. Different dates apply to work study and international students:
 - Work Study students:
 - If work study funds are being utilized to pay students, the student must be removed from the student title prior to August 8th.
 - 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.