## Summer 2016 Hourly Student Employees - Quick Guide for Student Assistants (Job Codes 1870 & 1874 ONLY)

| STATUS 1 | Enrolled Spring, plans to attend Fall  
Enrolled less than ½ time this summer OR Not Enrolled | 1870 | 05/28/16 - 05/31/16 | 06/01/16 - 08/01/16 | 1874 | 08/02/16 | Hire or Rehire to job code 1874. Can work 40 hrs per week. HR will transact terminations for 1874 job records on 08/01/16. |
| STATUS 2 | Enrolled Spring, plans to attend Fall  
Enrolled ½ time or more this summer | 1870 | 05/28/16 - 05/31/16 | 06/01/16 | 1870 | 1870 | 08/02/16 | No change in job code. Can work 40 hrs per week. |
| STATUS 3 | Enrolled Spring, Graduated or not attending Fall  
Not Enrolled in Summer | Not eligible to work as student past 05/27/16 | Student must be separated effective 05/28/16. Department can explore hiring options in different job code. Contact Recruitment Services for additional information. |

### Note:
- Non-Resident Alien Student Assistant (1868) and Instructional Student Assistant (1150) do not change job codes during Summer appointments. Please refer to the Student Employee Hiring and Processing Guide for additional information.

### Pay Periods:
- May 2016: 05/01/16 - 05/31/16 (22 days)
- June 2016: 06/01/16 - 06/30/16 (22 days)
- July 2016: 07/01/16 - 08/01/16 (22 days)
- August 2016: 08/02/16 - 08/31/16 (22 days)

### Spring 2016 Semester End Date:
- Friday, 05/27/16

### Fall 2016 Semester Begin Date:
- Wednesday, 08/24/16