Summer 2017 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
- Pay Period: 05/27/17 - 05/31/17
- No change in Job Code. Can work 40 hrs per week.
- Hire or Rehire to job code 1874. Can work 40 hrs per week.
- Pay Period: 06/01/17 - 08/01/17
- HR will transact terminations for 1874 job records on 08/01/17.

**STATUS 2**
- Enrolled Spring, plans to attend Fall
- Enrolled ½ time or more this summer
- Pay Period: 05/27/17 - 05/31/17
- No change in Job Code. Can work 40 hrs
- Pay Period: 06/01/17 - 08/01/17
- No change in job code. Can work 40 hrs until semester begin date
- Note: If not enrolled in Session

**STATUS 3**
- Enrolled Spring, Graduated or not attending Fall
- Not Eligible to work as student past 05/26/17
- Student must be separated effective 05/27/17. Department can explore hiring options in different job code. Contact Recruitment Services for additional information.

**Notes:**
- 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.

**Calendar Details:**
- **May 2017**: Pay Period 05/02/17 - 05/31/17 (22 days)
- **June 2017**: Pay Period 06/01/17 - 06/30/17 (22 days)
- **July 2017**: Pay Period 07/01/17 - 07/31/17 (22 days)
- **August 2017**: Pay Period 08/01/17 - 08/31/17 (22 days)

**Additional Information:**
- Spring 2017 Semester End Date: Friday, 05/26/17
- Fall 2017 Semester Begin Date: Wednesday, 08/23/17