

Summer 2018 Student Processing Dates

Dates	Action
May 11 th , 2018	Students return Summer Status Forms to hiring department
May 16 th , 2018	Work-Study students will be separated by HR
May 24 th , 2018	Departments enter transactions per Hourly Student Employee Summer Form
May 25 th , 2018	Last day Graduating students can work
June 1 st , 2018	Deadline for entering all Time & Labor attendance and absence data
June 4 th , 2018	HR will mass separate all 1870s
August 1 st , 2018	Hire students from 1874 → 1870
August 4 th , 2018	HR will mass separate all 1874s
August 22 nd , 2018	First day of 2018 Fall Semester

If you have any questions, please contact your HR Operations Analyst:

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