

Summer 2019 Student Processing Dates

Job Code – Title	Action Required by Department	Due by	Action Taken by HR	Completed
1870 - Student Assistant	Submit Student Employee Summer Form if enrolled half-time or more	5/23/19	Mass Terminations	5/30/19
1871 - Work Study	Report Hours, Enter 1870 Job if Continuing Employment in May	5/16/19	Mass Terminations	5/17/19
1872 - Work Study, Off Campus	Report Hours, Enter 1870 Job if Continuing Employment in May	5/16/19	Mass Terminations	5/17/19
1874 -Taxable Student Asst	Enter Job via Student Module	5/30/19	If no active 1874 job when mass terms occur, student will lose all access	
1868 - Student Non-Citizen Status	Verify Student has Valid Appointment	5/23/19	No Action Required	
1150 - ISA	Verify Student has Valid Appointment	5/23/19	Change Retirement Code if Needed	7/8/19
1151 - ISA Work study	Report/Approve Hours	5/16/19	Mass Terminations	5/17/19
1152 - ISA, Off Campus	Verify Student has Valid Appointment	5/23/19	Change Retirement Code if Needed	7/8/19

❖ For Work-Study students: Last day to approve hours is May 17th, 2019.