Summer 2022 Student Processing Timeline

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| Date | Summary of Action  |
| May 13, 2022 | Deadline for Students to turn in Summer forms back to department; Send summer Forms to HR with Summer status 2 noted to exclude those 1870s from mass separation |
| May 15, 2022 | 2021-2022 Work Study Program Ends |
| May 16, 2022 | Year-End Work Study Time Entry Deadline  |
| May 17, 2022 | Year-End Work Study Approval Deadline |
| May 18, 2022 | All Work Study students separated; please hire or rehire into appropriate job code if they will continue to work during summer to avoid security access loss |
| May 25, 2022 | Last day of Spring semester; Graduating students who are not enrolled for Fall cannot work past this date.  |
| June 1, 2022 COB | HR will transact mass separation of all 1870s who have not submitted the Hourly Student Employee Summer Form.  |
| June 3, 2022 | Entry deadline to submit Time and Absences for May |
| June 6, 2022 | Approval deadline for Time and Absences |
| August 1, 2022 | Last day for 1874s to work under this job code  |
| August 2, 2022 | 1874’s will be auto separated by HR |

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

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