As summer approaches, we would like to remind you of a few items:

**Student Assistant/Technician Employees**

1. **Summer Registration**
   
   A. Student wage employees are **not** required to be enrolled for the summer semester to be employed in a student wage position, but **must** be enrolled for the following fall semester.

2. **Work Hours—Student Wage position**
   
   A. Student employees **may not** work hours during their scheduled class times.
   
   B. Student employees **may** work **full-time** during interim periods (between semesters) and during the summer. Students may begin to work full-time after the spring term has ended, from **May 13, 2019, through August 25, 2019**.

3. **Fall 2019 Employment**
   
   A. A student employee who will be gone during the summer and returning in the fall semester will not need to be terminated and rehired as long as he/she has worked in May 2019. This option implies that an individual has been actively working and has a secured position for the fall 2019 term (i.e., same pin/duties/supervisor, etc.) but will just break for summer.

4. **Terminations**
   
   A. The last eligible working day for students who are graduating in spring 2019 is **May 11, 2019**.
   
   B. Terminations should be based on the employee’s last working day. Please be sure that the last working day is accurate.
   
   C. Student wage employees, who will be graduating, will **NOT** be eligible to be employed in a student wage title after May 11, 2019. Please contact Katie Cates (katiecates@tamu.edu) to assist with an appropriate title if continuation of employment is desired.
   
   D. However, if the need to maintain the employment of a student (who has graduated) is to train a replacement, continued employment through 6/30/2019 should be ample time to hire and train another student assistant(s).

**Alternate Work Location / Offsite Work**

This is a friendly reminder that if a student (in any position) is to be placed in a work setting other than the designated headquarters (College Station) an Alternate or Offsite Work Location request should be processed **PRIOR** to the change.