

To: Managers and Supervisors

From: Josh Feranil, HR Associate, Talent Acquisition and Employment
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Office of Human Resources and Strategic Talent Management

Subject: **Student Worker Extension and Separation**

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Greetings! As we approach the end of the spring semester, this is a courtesy reminder to plan for your student workers' extensions and separations for the summer and fall semesters. Managers and supervisors are responsible for extending and separating student worker assignments in Workday.

For Federal Work Study (FWS) students, you will be contacted directly by Financial Aid. Before you extend or separate FWS, please ensure you have received a continuation notice from Financial Aid before taking any action.

Links to the job aids can be found below:

- [To Extend Employment](#) (job aid): Please ensure that the student worker is registered for six (6) credits for the fall semester (12 if an international student). Enter 12/20/2024 as the end date for the extension.
- [To Separate Employment](#) (job aid): Please note that if a manager does not act to extend the student worker's employment prior to the assignment end date, the student worker's employment will be automatically separated on the end date.

If you have any questions or need more information, feel free to reach out to Josh Feranil at joshua.feranil@montgomerycollege.edu.