MONTGOMERY COLLEGE

MEMORANDUM

To: Managers and Supervisors of Student Workers

From: Christine O'Donnell, HR Specialist, Talent Acquisition and Employment
Office of Human Resources and Strategic Talent Management

Date: November 17, 2026

Subject: **Student Hires – EXTEND or END Employment**

As we approach the end of the fall semester, please review your current student worker positions and determine if they should be **extended**, or **ended.** Managers/supervisors should ensure all extensions, or end dates are submitted prior to **12/21/2026**.

Student workers are hired per semester and their positions need to be extended or ended each semester. Student positions will end at the conclusion of the semester if no action is taken.

From the Workday search bar, enter **END JOB**, or **START JOB CHANGE**, and follow the corresponding prompts.

Extend eligibility requirements:

- Students must continue to be a registered student
- Registration is needed in upcoming semesters to work over break periods
  - Citizens need 6 + spring credits
  - International students need 12 + spring credits
  - Graduating students need 1 + credit
- Graduates are no longer students and cannot be extended
- End Dates should be adjusted to **5/21/2027**, or earlier

Links to applicable job aids are provided below for your reference:

- To Extend Employment - Job Aid, page 5

- To End Employment - Job Aid, page 9

If you have any questions or need additional information, please contact Christine O'Donnell, christine.odonnell@montgomerycollege.edu.