

To: Managers and Supervisors

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

Subject: **Student Worker Extension and Separation**

Date: November 4, 2024

Greetings! As we move towards the end of the Fall semester, this is a courtesy reminder to plan for your student workers' extensions and separations for the upcoming Spring 2025 semester. 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, ensure that you have received a continuation notice from Financial Aid before taking any action.

For student workers that are under the following Student Affairs Access departments: Raptor Central, Student Recruitment, and Records & Registration, please contact Ms. Nichole Land at nichole.land@montgomerycollege.edu before taking any action with your student workers.

Links to the job aids can be found below:

- [To Extend Employment](#) (job aid): Please ensure that the student worker is registered 6 credits for the Spring semester (12 if an international student). Enter 5/23/2025 as the end employment date for the extension.
- [To Separate Employment](#) (job aid): Please note if a manager does not act to extend the student worker 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, contact Josh Feranil joshua.feranil@montgomerycollege.edu.