

To: Managers and Supervisors

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

Date: October 27, 2025

Subject: Student Worker Extension and Separation

Greetings! As we approach the end of Fall 2025 semester, this is a courtesy reminder to plan for your student workers' extensions and separations for the upcoming Spring 2026 semester.

Managers and Supervisors are responsible for extending and separating student worker assignments in Workday.

Links to the job aids can be found below:

- [To Extend Employment](#) (job aid): Please ensure that the student is registered 6 credits for Spring 2026 semester (12 credits if an international student). Enter **5/22/2026** 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
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