

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: April 24, 2026

Subject: **Extend End Dates or Separate Student Workers**

As we approach the end of the Spring 2026 semester, please review your student workers and determine who will continue working in the Fall 2026 semester.

Student worker end dates are assigned based on the current semester. Managers and supervisors must take one of the following actions in Workday to ensure accuracy:

- EXTEND Student Workers who will continue working in the Fall; or
- SEPARATE Student Workers who will not be returning

If no action is taken, the student worker's employment will automatically end at the conclusion of the semester.

Important reminders:

- Students must be registered for at least six (6) Fall credits to be eligible for employment.
- International students must be enrolled in 12 or more fall credits.
- Summer student workers must be registered for the required Fall credits.
- Students graduating this Spring are not eligible to continue working.
- Students graduating in the Fall only need one (1) registered credit.

End dates for student workers continuing into the Fall should be updated to December 23, 2026.

Links to the applicable job aids are provided below for your reference.

- [To Extend Employment](#) - Job Aid
- [To Separate Employment](#) - Job Aid

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