

Hiring for the Fall Semester

When hiring a student for the Fall semester, use their actual start date—even if it falls within the summer timeframe—if the work is an extension of their academic year role.

Example:

If the Fall semester runs from September 3 to December 18, but a student is required to attend training or orientation on August 27–28, the job requisition should reflect August 27 as the start date.

- **August 27–31:** Compensation is charged to the department's **Temporary Non-Exempt Staff** line (natural account 5230).
- **Beginning September 3:** Compensation is charged to your department's **Student Work Study** (natural account 5260).

It's important to enter the correct start date from the outset, as we cannot backdate student positions. Incorrect dates require the assignment to be deleted and the offer reissued with the correct start date.

Hours worked **outside** the academic semester dates will be charged to your **Temporary Non-Exempt Staff** line. Hours worked **within** the semester dates will be charged to your **Student Work Study**.

If the work performed before or after the semester is clearly tied to the academic year position, those hours are treated as part of the academic year job, and the pay rate remains consistent throughout.

For **summer-only** positions unrelated to academic year jobs, summer pay rates apply from the day after the Spring semester ends to the day before the Fall semester begins.

Students must enter their hours as they are worked. Costing will automatically apply based on dates configured in Oracle.

Hiring for the Summer

The Spring semester ends on **May 8, 2026**. Students hired for summer jobs may begin working as early as **May 9**, which is also when summer pay rates begin.

If a student hired for the Spring continues working through **Senior Week**, they will retain their Spring pay rate through **Commencement weekend** (ending Sunday). Starting **May 18**, they must transition to a Summer job with the Summer rate of pay. This work **must be a new hire** into a Summer position, not an extension of their Spring job.

Costing Details:

- Hours worked through **May 8, 2026**: Charged to your **Student Work Study**.
- Hours worked **after May 8**: Charged to your **Temporary Non-Exempt Staff** line.

Any student continuing in the same job from Spring into Summer must have their **Spring job ended** when the Spring pay rate ends and must be **re-hired** into the Summer job when the Summer rate begins.

Summer 2026 dates are May 9, 2026 – September 8, 2026