# student worker extensions and terminations

**Supervisor’s Responsibility:** It is the supervisor’s responsibility to monitor student worker employment end dates and not allow students to work beyond their end date.

**End Date:**  End date is established when a student is hired. Two weeks before the student’s end date, the supervisor needs to determine whether the student employee needs to be extended or terminated in the Workday system.

**To extend student workers**

1. Confirm Student Eligibility (see below)
2. If student is eligible for extension, e-mail uwbpay@uw.edu and provide the following:
* Student Worker Name
* Employee ID Number (EID) or NetID
* Position Number (PN)
* New End Date

**Student employment eligibility**

* **Eligible student status:** Students **must be enrolled** in 6 or more credits (undergraduate) or 4 or more credits (graduate) for the quarter in which they are working. Students must show their class schedule to their supervisor to confirm enrollment.
* **Students who do not meet eligibility requirements**
	+ **Undergraduate Students:** Undergraduate students must have been enrolled in at least 6 or more credits during their previous quarter to be eligible for the following:
		- Undergraduate students may work between academic quarters. For example, a student is not enrolled for classes in the summer but they will be returning to classes in Autumn quarter. The summer quarter is considered their free quarter and the student may work up to 40 hours a week.
		- Undergraduate students who have graduated may work one additional quarter after graduation. For example, a student who graduated in June may work during the next academic quarter (summer quarter).
		- **Foreign National students** do not have work authorization to work after graduation or beyond the end date of their I-20, as a student employee.
	+ **Graduate Students**
		- Graduate students, who have not graduated, may work between academic quarters if they were enrolled in 4 or more credits during their previous quarter. For example, a student is not enrolled for classes in the summer but they will be returning to classes in Autumn quarter. The summer quarter is considered their free quarter and the student may work up to 40 hours a week.
		- Graduate students who have graduated may no longer work as a student employee. There is no “free quarter” for graduate students after graduation. Consult OE/HR for temporary hourly status for continued employment.

**To terminate student workers**

1. e-mail uwbpay@uw.edu and provide the following:
* Student Worker Name
* Employee ID Number (EID) or NetID
* Position Number (PN)
* Confirmation of Termination Date

**Not sure of your student worker’s end date?**

* [Sign into Workday](https://wd5.myworkday.com/uw/d/home.htmld)
* Go to your “My Team” worklet
* Click on the student worker’s name
* The student worker’s “End Employment Date” is identified in the lower right hand corner
* *If the worker has more than one position***:** While on the worker’s record, click on the <- arrow symbols -> below their name and select another Position Number / Job

Email uwbpay@uw.edu with any questions and to extend or terminate student workers.