



Determining when it's appropriate to use a Student Title Code

Departments are responsible for ensuring students meet the definition of a student employee and all other provisions, including intent to register. These provisions can be found in the Student Employment Guidance Document.

For the purposes of student employment, an **enrolled** student is a person who is either currently enrolled at the University or was enrolled the previous semester and is registered for a future semester.

An incoming freshman, transfer, or other new student may be hired in a student title code once the student has registered for courses in a future semester.

A continuing student who was enrolled in the Spring need not be enrolled during the summer to maintain student employee status as long as they intend to enroll for the upcoming Fall term. The student employee should communicate to the employer the intent to register for the Fall term.

If a student employee does not graduate and has not yet registered for the following term, they can remain on a student title code as long as they intend on enrolling in the upcoming term. Departments are responsible for ensuring the student enrolls (typically by the census date) and promptly removes them from the student title code if they have not enrolled.

When should a student be removed from a Student Title Code?

- Immediately once they withdraw from the university during a term
 - unless they have already registered for a future semester.
- If graduating, the Monday following the latest commencement ceremony of that term
 - unless they have already registered for a future semester or
 - unless they communicate intent to register for the immediately following semester, such as showing proof of acceptance to show continuation of education.
 - unless work study funds are being utilized to pay students. Separate deadlines are utilized for these students.
 - The Student Employment Office communicates these deadlines each semester in memos sent to the campus community.
 - unless they are an International student.
 - Graduating international students, on F-1 or J-1 visas, must stop working on or before the day degrees are conferred or the expiration of their I-20 or DS-2019, whichever comes first.

Special note for Placement in Temporary/Casual Positions

If certain criteria are met, employees in a student status (graduate or undergraduate level) may be temporarily placed in a temporary/casual position without posting per Standard Administrative Procedure 33.99.01.M0.01, Recruiting and Selection of Non-Faculty Positions. Each component must be met:

- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, AND
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, AND
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

Additional guidance on initiating the Change Job business process is available on [HROE's website](#).

Examples:

If the above criteria are met, the following examples provide information regarding the use of a temporary/casual position.

Please note there are several situations listed below. The situations below use the following hypothetical dates:

Last commencement date for Fall term = Dec 11

Monday following the last Fall commencement date= Dec 13

Last possible date to be in the temp/casual position (4.5 months) = April 28

Example 1: Student is graduating and does not plan to further their education at Texas A&M University (or another education institution).

- Student should be removed from student title code no later than Dec 13.
- Department may process a Change Job business process and update the Job title to Program Aide.
- Employee must be terminated from the Program Aide position no later than April 28. There are no exceptions.

Example 2: The student is graduating and plans to return to Texas A&M University (or another education institution).

Situation 1:

The student graduates in December and plans to return to Texas A&M University in the upcoming Spring term. The student has registered for Spring courses.

- The student may remain in a student title code.

- No action in Workday is required unless the student is moving from a graduate assistantship to a student title code or vice versa.
 - The effective date listed on the Data Change – Position Title Change will be no later than Monday, December 13.

Situation 2:

The student graduates in December and plans to return to Texas A&M University in the Summer term.

The student enrolls for Summer BEFORE the 4.5 months in the Program Aid position expires:

- A Program Aide title may be used beginning Dec 13 with an employment end date no later than April 28
- The student can be moved from the Program Aide title and back into a student title code once they have enrolled in Summer courses
- Contact Employee Relations to rescind the previously processed Termination action.

Situation 3:

The student graduates in December and plans to return to Texas A&M University in the Summer term.

The student enrolls for Summer AFTER the 4.5 months in the Program Aid position expires:

- A Program Aide title may be used beginning Dec 13 with an employment end date no later than April 28.
- The Program Aide employment will be terminated no later than April 28, no matter the number of hours per week worked. There are no exceptions. Even though the student has registered for Summer this was done after their final employment end date.
 - If the department wants to keep the student on after the 4.5 month employment end date has been reached, the department could hire the student through the formal hiring process into a Program Aide or System-wide Pay Plan title. The student will require a new Criminal Background check, if one has not been cleared within a one-year period of the current date.
 - Once the student has registered for Summer and if employed with the University in a Program Aide or System-wide Pay Plan title, the department will follow the formal hiring process to hire the student back. The student cannot be transferred from their current position.

Situation 4:

The student graduates in December and plans to return to Texas A&M University to continue their education, but not until Fall.

The student enrolls for Fall BEFORE the 4.5 months in the Program Aid position expires:

- A Program Aide title may be used beginning Dec 13 with an employment end date no later than April 28
- The student can be moved from the Program Aide title and back into a student title code, once they have enrolled in Fall courses
- Contact Employee Relations to rescind the previously processed Termination action.

Situation 5:

The student graduates in December and plans to return to Texas A&M University to continue their education, but not until Fall.

The student enrolls for Fall AFTER the 4.5 months in the Program Aid position expires:

- A Program Aide title may be used beginning Dec 13 with an employment end date no later than April 28.
- The Program Aide employment will be terminated no later than April 28, no matter the number of hours per week worked. There are no exceptions. Even though the student has registered for Summer this was done after their final employment end date.
 - If the department wants to keep the student on after the 4.5 month employment end date has been reached, the department could hire the student through the formal hiring process into a Program Aide or System-wide Pay Plan title. The student will require a new Criminal Background check, if one has not been cleared within a one-year period of the current date.
 - Once the student has registered for Fall and if employed with the University in a Program Aide or System-wide Pay Plan title, the department will follow the formal hiring process to hire the student back. The student cannot be transferred from their current position.

Questions on when to use a student employee title code may be directed to the Student Employment Office by calling 979-845-0686 or emailing JobsforAggies@tamu.edu.