Summer, Student and Work Study Appointments

All active appointments will roll into Salary Planner to be appointed for the next Fiscal Year. Departments need to review all appointments to determine if an end job or termination ePAF should be submitted in the current Fiscal Year. The only way to remove an appointment from Salary Planner is by submitting an end job or termination ePAF.

Due to the volume of end job and terminations associated with summer, student and work study appointments, it is important to review these appointments and submit the ePAFs prior to Budget Prep opening to departments.

Appointment Guidelines

- All **summer** appointments need to end by 8/31 of the current FY.
    - Positions with a suffix -10, -20 or -30 will need an end job or termination ePAF submitted to remove from Salary Planner.
- If a **student** is not returning for the fall semester submit an end job or termination ePAF to end the appointment by 8/31 of the current FY.
- All **work study** appointments need to be ended on or before 8/31 of the current FY.
    - Per Financial Aid, all federal work study appointments (WS FOP 25Bxxx) will need to end by 8/15 and all state (WS FOP 11E002) and local (WS FOP 16A060) work study appointments will need to end by 8/31 of the current FY.

Review Process

Run the reports below for a list of employees that will be active on 9/1 of the future FY and for a list of incumbents on pooled positions (shows end job date if submitted and applied). Review the student positions, work study positions and summer appointments with suffixes -10,-20 or -30 for all position types, if applicable.

- Public Folders>Human Resources>Departmental Users>Employee Appointment Reports>HR103-Preview Employees for Salary Planner
- Public Folders>Human Resources>Departmental Users>All Human Resources Reports>HR011-Pooled Positions with Incumbents by Organization
    - Per Financial Aid, all federal work study appointments (WS FOP 25Bxxx) will need to end by 8/15 and all state (WS FOP 11E002) and local (WS FOP 16A060) work study appointments will need to end by 8/31 of the current FY.