

periods.

[REDACTED]		
EMPLOYMENT PERIOD	START DATE	END DATE
Student Fiscal Year (4025, 4028, 4029)	June 16 **	June 15 **
Academic Year	August 16	May 15
Summer 1	May 16	June 15
Summer 2 (changing to new FY)	June 16	August 15
If summer semester is a student's first term attending ODU, they may not be employed as a student employee during the summer semester.		
CRITERIA		TYPE OF E-1S
<b>MAY 16 (summer 1)</b> (changing from <b>Academic Year</b> to <b>Summer</b> )		
If a student is: Currently employed by you in <b>4025</b> Is enrolled for summer school at ODU for a <b>minimum of 6 credits AND is pre-registered for fall for a minimum of 6 credits</b> Will be continuing to work for you	EPAF change for student hourly employees subject to WTE to continue  E-1SU for stipend students	
If a student is: Currently employed by you in <b>4025</b> Is NOT enrolled for summer school at ODU for a <b>minimum of 6 credits</b> Is pre-registered for Fall for a <del>minimum of 6 credits</del> (at enrollment drops below 6 credit hours) during the summer continue to be paid from 4025 but FICA is charged to budget – do a budget adjustment to 4999	EPAF change for student hourly employees subject to WTE to continue  <del>Students who are not regis</del>  E-1SU for stipend students	
If a student is: Currently employed by you in <b>4028/4029</b> Is enrolled for summer school at ODU for a <b>minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits</b> Has <b>accepted</b> a SUMMER FEDERAL WORK STUDY AWARD Is pre-registered for Fall for a minimum of 6 credits	Notify CMC - EPAF change for student hourly employees subject to WTE	

If a student is:  
 Currently employed by you in **4028/4029**  
 Will NOT be working for you during the summer

NO ACTION REQUIRED UNLESS THEY WILL NO LONGER BE WORKING FOR YOU

