

## 2017 Summer Guidelines

For summer work study awards, please check with your student. Track summer work study earnings using the tracking form available at <http://stuemp.unm.edu/forms-and-information/index.html>

**End Date (Check with your student) EPAFS with incorrect end dates will be returned to the Originator; EPANS with incorrect end dates will be changed per the student's enrollment at the time paperwork is processed. Please check your HR Reports to verify student summer employment dates.)**

Spring	Summer	Process	Effective Start Date	Enrolled in 1st summer session only (no fall)	Enrolled in 2nd summer session only (no fall)	Enrolled in full summer session only (no fall)	Enrolled for summer (any session) AND fall	Not enrolled for summer; enrolled for fall
Federal WS	Federal WS	extension ePAF	5/13/2017	6/30/2017	7/28/2017	7/28/2017	8/18/2017	not eligible for summer WS
Federal WS	StuEmp	transfer ePAN	5/13/2017	6/30/2017	7/28/2017	7/28/2017	8/18/2017 (if you plan to transfer to fall WS) or leave open if continuing as SE for fall	8/18/2017 (if you plan to transfer to fall WS) or leave open if continuing as SE for fall
State WS	Federal WS	transfer ePAN	5/13/2017	6/30/2017	7/28/2017	7/28/2017	8/18/2017	not eligible for summer WS
State WS	StuEmp	transfer ePAN	5/13/2017	6/30/2017	7/28/2017	7/28/2017	8/18/2017 (if you plan to transfer to fall WS) or leave open if continuing as SE for fall	8/18/2017 (if you plan to transfer to fall WS) or leave open if continuing as SE for fall
StuEmp	Federal WS	transfer ePAN	5/13/2017	6/30/2017	7/28/2017	7/28/2017	8/18/2017	not eligible for summer WS
StuEmp	StuEmp	extension ePAF	day after current end date	6/30/2017	7/28/2017	7/28/2017	8/18/2017 (if you plan to transfer to fall WS) or 12/15/17 for fall, 5/11/2018 for spring OR department end date	8/18/2017 OR 12/15/17 for fall OR 5/11/2018 for spring OR department end date

Student employees with no end dates do not need extension paperwork; however, they must be registered (in a degree seeking college) for summer (3 hrs) **OR** Fall (6 hrs) by **7am Monday, May 15th**. Students not registered will be administratively terminated, without notice, effective **5/26/2017**. Please check your HR Reports for students with end dates.