

# Student Employment Office

## FALL 2009/SPRING 2010 HIRING DEADLINES

The Student Employment Office (SEO) will adhere to the following hiring deadlines as an effort to ensure that students are processed for employment in a timely manner and that sufficient time is allowed for the purpose of placing the student on the University payroll. **No exceptions will be made to the deadlines indicated. In addition, no department should allow a student to begin working until the student's EWR has successfully cleared the routing process.**

### FALL 2009

To Begin Working Effective as of:	All hiring paperwork to include the EWR document must be submitted to the SEO no later than 5PM on:
September 1, 2009	August 25, 2009
September 15, 2009	September 8, 2009
October 1, 2009	September 24, 2009
October 15, 2009	October 8, 2009
November 1, 2009	October 26, 2009
November 15, 2009	November 6, 2009
December 1, 2009	November 24, 2009

### SPRING 2010

To Begin Working Effective as of:	All hiring paperwork to include the EWR document must be submitted to the SEO no later than 5PM on:
January 15, 2010	January 8, 2010
February 1, 2010	January 26, 2010
February 15, 2010	February 9, 2010
March 1, 2010	February 23, 2010
March 15, 2010	March 9, 2010
April 1, 2010	May 25, 2010
April 15, 2010	May 8, 2010
May 1, 2010	April 24, 2010

### **EMPLOYMENT TERMS**

\*Students may be employed to work for both the Fall 2009 & Spring 2010 semesters from **September 1, 2009 thru May 7, 2010.**

\***Beginning on December 19, 2009 and throughout the interim break between the Fall & Spring semesters students may *not* continue to work unless a Holiday Roster Form has been submitted to the SEO. The SEO will approve students to continue working during this time on a case by case basis. Students may return to work for the Spring 2010 semester beginning January 9, 2010.**

\*Students may be employed to work for the Fall 2009 semester only from **September 1, 2009 thru December 18, 2009.**

\*Students may be employed to work the Spring 2010 semester only from **January 15, 2010 thru May 7, 2010.**