

To: Managers and Supervisors

From: Josh Feranil, HR Associate, Talent Acquisition and Employment
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Office of Human Resources and Strategic Talent Management

Subject: **Student Worker Extension and Termination**

Date: October 31, 2023

Greetings! This is a courtesy reminder to plan for your student workers' extensions and terminations for the next semester. Managers and Supervisors are responsible for extending and terminating student worker assignments in Workday. Before you extend or terminate Federal Work Study students, please contact Derek Thompson Derek.Thompson@montgomerycollege.edu or Santiago Bonilla Santiago.Bonilla@montgomerycollege.edu for FWS eligibility. Links to the job aids can be found below:

[To Extend Employment](#) (job aid): The request to extend a student worker will be sent to the registrar to confirm enrollment. Please ensure that the student worker is registered 6 credits for the next semester (12 if international student). Enter 5/24/2024 as end date for the extension.

[To Terminate Employment](#) (job aid): Please note if a manager does not act to extend the end date of a student worker prior to the assignment end date, the student worker's employment will automatically terminate on the end date.

If you have any questions or need more information, feel free to reach out to Josh Feranil joshua.feranil@montgomerycollege.edu.