

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	
MAY 16 (summer 1) (changing from Academic Year to Summer)		
If a student is: Currently employed by you in 4025 Is enrolled for summer school at ODU for a minimum of 6 credits AND is pre-registered for fall for a minimum of 6 credits 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 4025 Is NOT enrolled for summer school at ODU for a minimum of 6 credits Is pre-registered for Fall for a minimum of 6 credits (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 Students who are not regis E-1SU for stipend students	
If a student is: Currently employed by you in 4028/4029 Is enrolled for summer school at ODU for a minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits Has accepted 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

