

# Student Employment Office

## Spring and Summer 2012

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 been approved by SEO and cleared the routing process.**

<b>SPRING 2012</b>	
<b>To Begin Working Effective as of:</b>	<b>All hiring paperwork to include the EWR document must be submitted to SEO no later than 5PM on:</b>
Entire Month of January (1 <sup>st</sup> and 15 <sup>th</sup> hire date waived – students can start work on any day <b>after</b> 1-9-2012)	3 Business Days Prior to the Start Date
February 1-10, 2012 (1 <sup>st</sup> and 15 <sup>th</sup> hire date waived – students can start work on any day <b>after</b> 1-9-2012 <b>through</b> February 10, 2012)	3 Business Days Prior to the Start Date
February 15, 2012	February 8, 2012
March 1, 2012	February 23, 2012
March 15, 2012	March 8, 2012
April 1, 2012	March 26, 2012
April 15, 2012	April 9, 2012
May 1, 2012	April 24, 2012

<b>SUMMER 2012</b>	
<b>To Begin Working Effective as of:</b>	<b>All hiring paperwork to include the EWR document must be submitted to SEO no later than 5PM on:</b>
Entire Month of June (1 <sup>st</sup> and 15 <sup>th</sup> hire date waived – students can start work on any day in June)	3 Business Days Prior to the Start Date
July 1, 2012	June 25, 2012
July 15, 2012	July 9, 2012
August 1, 2012	July 25, 2012