# Quick Guide: Student Worker Spring/Summer/Fall Work Scenarios

<table>
<thead>
<tr>
<th>Does the student currently hold a Student Position as of Spring 2019</th>
<th>Will the student hold a temp administrative position as of Summer 2019</th>
<th>Will the student return to the same student position they held in Spring come Fall</th>
<th>Will the student move to a different student position in the fall</th>
<th>Steps to Take:</th>
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</table>
| Yes | Yes | Yes | No | • Submit request for SWB effective start date May 10, 2019  
• Submit a request to have them removed from SWB effective  
• Unit would need to create Temporary Admin positions; once a position has been created, the position can be cloned  
• Direct Hire the students into the Temp Admin positions; this can done proactively with a future effective start date. If the unit prefers not to future effective date the hire, the unit should be prepared to submit the Hiring Proposal via UGA to central HR 10-15 days prior to the start date. |
| Yes | Yes | No | Yes | • Submit request for SWB effective start date May 10, 2019  
• Submit a request to have them removed from SWB effective August 5, 2019  
• If the Fall position is within the same unit, the unit would need to submit an evaluate and or modify request depending on the updates that are needed for the position  
• If the fall position is not within the same unit, the hiring unit for the fall position would need to create a student position (if one was not available) and direct hire the student into the position via UGAJobs. |
| Yes | Yes | No | No | • Submit a request via UGAJobs to evaluate the position and reclassify the student position to temp admin  
• Upon completion of the summer work, the unit would submit a OneUSG MSS termination request to remove the employee from the temp position |
| Yes | No | Yes | No | • Submit request for SWB effective start date May 10, 2019  
• Submit a request to have them removed from SWB effective August 5, 2019 |
| Yes | No | No | Yes | • Submit a OneUSG MSS termination request to remove the student from the student position  
• Hiring Unit would rehire the student into their new student position for the fall |