

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

Does the student currently hold a Student Position as of Spring	Will the student hold a temp administrative position as of Summer	Will the student return to the same student position they held in Spring come Fall	Will the student move to a different student position in the fall	Steps to Take:
Yes	No	Yes	No	<ul style="list-style-type: none"> • Leave student in active student worker position throughout summer semester.
Yes	No	No	Yes	<ul style="list-style-type: none"> • Submit a OneUSG HCM MSS termination request to remove the student from their student worker position
Yes	Yes	Yes	No	<p>Create New Temp Position</p> <ul style="list-style-type: none"> • Leave student active in student worker position • If the unit does not have an open temporary position to seat the student, the unit would need to create a temporary position via UGAJobs Position Management request to create new • Once the position has been established, the unit can direct Hire the student into the temporary position. • Prior to having the student resume work in their student worker position for the fall, the unit should submit a request via OneUSG HCM MSS to terminate the student from the Temporary position. <p>Reclassify Position</p> <ul style="list-style-type: none"> • The unit should submit a request to reclassify the student position into a temporary position for the Summer. • At the end of summer employment, the unit should submit a request to reclassify the student position back into student worker position for the fall. • To reclassify a position, the unit should submit an evaluate request via UGAJobs position management.
Yes	Yes	No	Yes	<ul style="list-style-type: none"> • The unit should submit a request to reclassify the student position into a temp position for the Summer. • To reclassify a position, the unit should submit an evaluate request via UGAJobs position management, In the justification box include the following text; Request reclassify Student Worker position to Temporary position and the effective start and end dates. • At the end of the summer employment, the unit should submit a request via OneUSG HCM MSS to terminate the student from the Temporary position.

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Yes	Yes	No	No	<ul style="list-style-type: none"> • The unit should submit a request to reclassify the student position into a temp position for the Summer. • To reclassify a position, the unit should submit an evaluate request via UGAJobs position management, In the justification box include the following text; Request reclassify Student Worker position to Temporary position and the effective start and end dates. • At the end of the summer employment, the unit should submit a request via OneUSG HCM MSS to terminate the student from the Temporary position.