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

<table>
<thead>
<tr>
<th>Does the student currently hold a Student Position as of Spring</th>
<th>Will the student hold a temp administrative position as of Summer</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>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>• Leave student in active student worker position throughout summer semester.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>• Submit a OneUSG Connect HCM MSS Termination request to remove the student from their student worker position.</td>
</tr>
</tbody>
</table>
| Yes | Yes | Yes | No | Create New Temp Position  
• 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 OneUSG Connect HCM MSS Termination request to remove the student from the Temporary position.  
Reclassify Position  
• 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.  
• 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 OneUSG Connect HCM MSS Termination request to remove the student from the Temporary position. |
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| Yes | Yes | No | No | • 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 OneUSG Connect HCM MSS Termination request to remove the student from the Temporary position. |