



LPO Sign-Up for Student Assistants: Extended Students

For Student Assistants maintained on Payroll during Extension Period:

To extend the current appointment period of Student Assistants currently on payroll:

- The student will submit an Extension Form in lieu of an application during the Extension Period to return to work the following semester. (See information on Extension Periods)
- When Extension Forms are submitted, all information for the student (e.g., direct deposit, tax forms) will be kept the same. The student does not need to visit the LPO to maintain employment on payroll unless any information regarding tax forms or direct deposit needs to be updated.