



Extension Periods

There are three periods throughout the year in which supervisors may extend the appointments of Student Assistants.

Extension Period	Date of Memo	Deadline for Extension Forms
Extend for Summer	Mid-March	Mid-April
Extend for Fall	Mid-July	Early-August
Extend for Spring	Early-November	Early-December

During the Extension Periods, a memo will be sent to Department Heads and/or Student Supervisors with a list of current employees. (Note: The Extension List for Fall includes all employees from Summer Session I and Summer Session II)

Verifying the Student Assistant List

- Check to make sure that the most recent hourly rate listed for each Student Assistant Employee is correct.
- If there is a discrepancy, please contact the Library Personnel Office.
- If a Student Assistant will be working in your department during the upcoming semester please check the box next to their name on the roster.

Completing the Extension Form

- The Student Assistant should complete the first and last box on the Student Assistant Extension Form if they intend to work in the upcoming semester. The Student Assistant must sign the form for it to be valid.
- Check the corresponding box indicating that the Student Assistant intends to work during the upcoming semester.
- The Student Assistant supervisor should complete the *Statement of Department Supervisor* box with the Student Assistant's Wage, Hours, and the Payment Source from which the Student Assistant will be paid. (If the Student Assistant is being paid on more than one Payment Source, please fill out a Student Assistant Extension Form for each Payment Source and note this on the form in the appropriate box.)
- Make sure all blanks are filled with information and signatures are present; otherwise, these forms will be considered incomplete and will not be processed. Payment may be delayed for any Student Assistant working on or after the semester end date without an extension form or new application.

Only Student Assistants currently active on Payroll can be extended. If a Student Assistant was terminated in the Payroll system, a new Student Assistant Application will need to be completed.

Re-employing Student Assistants after the Extension Deadline

In order to re-employ students who missed an extension deadline, a completed Student Assistant Employment Application must be submitted to the Library Personnel Office. Students will need to visit the Personnel Office with the completed application and original, unexpired I-9 documents to fill out paperwork before they begin working.

Recommending Merit Increases during the Extension Period

If any currently employed Student Assistants are eligible for and are to be awarded a \$.50/hour merit pay increase, please indicate this on their extension form.