

## APPLICABLE TO STUDENTS EMPLOYED IN 4025, 4028, 4029 – E-1SU

**\*\* NOTE:** Although the University's fiscal year runs from July 1 through June 30, the Web Time Entry timesheets for the last pay period of the fiscal year are always due on June 15 by 11:59pm (or the date listed on the WTE Submission Schedule).

The dates shown below are *employment* periods.  
Please refer to the Payroll Schedule for submission deadlines for E-1SU/EPAF actions.

EMPLOYMENT PERIOD	START DATE	END DATE
Student Fiscal Year (4025, 4028, 4029)	June 16 **	June 15 **
Academic Year	August 16	May 15
Summer 1	May 16	June 15
Summer 2 (changing to new FY)	June 16	August 15

If summer semester is a student's first term attending ODU, they may not be employed as a student employee during the summer semester.

CRITERIA	TYPE OF E-1S
<b>MAY 16 (summer 1)</b> (changing from <b>Academic Year</b> to <b>Summer</b> )	
If a student is: Currently employed by you in <b>4025</b> Is enrolled for summer school at ODU for a <b>minimum of 6 credits AND is pre-registered for fall for a minimum of 6 credits</b> Will be continuing to work for you	EPAF change for student hourly employees subject to WTE to continue  E-1SU for stipend students
If a student is: Currently employed by you in <b>4025</b> Is NOT enrolled for summer school at ODU for a <b>minimum of 6 credits</b> Is pre-registered for Fall for a <b>minimum of 6 credits</b>	EPAF change for student hourly employees subject to WTE to continue  Students who are not registered for the minimum of six (6) credit hours (or who drop classes/withdraw so that enrollment drops below 6 credit hours) during the summer continue to be paid from 4025 but FICA is charged to budget – do a budget adjustment to 4999  E-1SU for stipend students
If a student is: Currently employed by you in <b>4028/4029</b> Is enrolled for summer school at ODU for a <b>minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits</b> Has <b>accepted</b> a SUMMER FEDERAL WORK STUDY AWARD Is pre-registered for Fall for a minimum of 6 credits	Notify CMC - EPAF change for student hourly employees subject to WTE
If a student is: Currently employed by you in <b>4028/4029</b> Will NOT be working for you during the summer	NO ACTION REQUIRED UNLESS THEY WILL NO LONGER BE WORKING FOR YOU

CRITERIA	TYPE OF E-1S
<p align="center"><b>June 16 (summer 2)</b> (Changing from old FY to new FY) <b>Submit E-1S forms for Summer, part 1 and Summer, Part 2 at the same time</b></p>	
<p>ALL STUDENT EMPLOYEES employed in 4025, 4028, 4029 – continuing employees only</p> <p>Students may not be employed as student employees if summer is their first semester attending ODU.</p>	<p>Complete EPAF change for 4025 student hourly employees subject to WTE or contact CMC for 4028/4029 so EPAF can be completed</p> <p>E-1SU for stipend students (4025 only)</p>
<p align="center"><b>August 16</b> (Changing from <b>Summer</b> to <b>Academic Year</b>)</p>	
<p>If a student is:</p> <p>Currently employed by you in <b>4025</b> Is enrolled for the academic year at ODU for a <b>minimum of 6 credit hours</b> Will be continuing to work for you</p>	<p>EPAF change</p>
CRITERIA	TYPE OF E-1S
<p>If a student is:</p> <p>Currently employed as a Summer 4028/4029 Is enrolled for Fall for a <b>minimum of 6 credits at ODU</b> Has <b>accepted</b> a FEDERAL WORK STUDY AWARD for the academic year</p>	<p>Contact CMC so EPAF change can be completed</p>
<p>If a student is:</p> <p>Currently employed by you for summer Will NOT be working for you during the academic year</p>	<p>EPAF termination</p>
<p>When hiring NEW student hourly employees or stipend student employees, you must submit the E-1SU form by the deadline on the Payroll schedule.</p>	