

APPLICABLE TO STUDENTS EMPLOYED IN 4025, 4026, 4028, 4029

EMPLOYMENT PERIOD	START DATE	END DATE
Student Fiscal Year (4025, 4026, 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
** NOTE: Although the University's fiscal year runs from July 1 through June 30, the time slips for the last pay period of the fiscal year are always due on June 16 (or the date listed on the payroll schedule if June 16 is a weekend).		

CRITERIA	TYPE OF E-1S
MAY 16 (summer 1) (changing from Academic Year to Summer)	
If a student is: Currently employed by you in 4025 Is enrolled for summer school at ODU for a minimum of 6 credits AND is pre-registered for fall for a minimum of 6 credits Will be continuing to work for you	Continuation E-1S (4025) Sections I, IV, VII
If a student is: Currently employed by you in 4025 Is NOT enrolled for summer school at ODU for a minimum of 6 credits Is pre-registered for Fall for a minimum of 6 credits	TERMINATION E-1S (4025) Sections I, VI, VII AND DO A NEW E-1S (4026) Sections I, II, III, VII
If a student is: Currently employed by you in 4028 Is enrolled for summer school at ODU for a minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits Has accepted a SUMMER FEDERAL WORK STUDY AWARD Is pre-registered for Fall for a minimum of 6 credits	NEW E-1S (4028) Sections I, II, III, VII
If a student is: Currently employed by you in 4028 Will NOT be working for you during the summer	TERMINATION E-1S Sections I, VI, VII

Student Hourly 4026 (FICA Withheld)
(Summer only)

Reminder: Students who take fewer than six (6) credit hours must be employed in 4026 rather than 4025.

CRITERIA	TYPE OF E-1S
If the Student is: NOT enrolled for summer school at ODU OR (continued next page)	If summer semester is a student's first term attending ODU, they may not be employed as a student employee during the summer semester.

Is enrolled for less than 6 credits OR Drops or withdraws during Summer School sessions so that the student is enrolled for less than six (6) credit hours	NEW E-1S (4026) Sections I, II, III, VII
<p>** NOTE ** Students attending the University on F1, J1, M-1, or Q-1 visa status are generally FICA EXEMPT and should be employed in 4025 REGARDLESS of enrollment status. DO NOT change the sub-object status of these students. Questions can be directed to International Scholar Services at x4756 or to E-1S Processing at either x5399or x5271.</p>	
<p>June 16 (summer 2) (Changing from old FY to new FY) Submit E-1S forms for Summer, part 1 and Summer, Part 2 at the same time</p>	
ALL STUDENT EMPLOYEES employed in 4025, 4026, and 4028	NEW E-1S Sections I, II, III, VII
<p>June 10</p>	
ALL GRADUATE STUDENTS employed in 4022 and 4023	NEW E-1S Sections I, II, III, VII
<p>August 16 (Changing from Summer to Academic Year)</p>	
<p>If a student is:</p> <p>Currently employed by you in 4025 Is enrolled for the academic year at ODU for a minimum of 6 credit hours Will be continuing to work for you</p>	Continuation E-1S (4025) Sections I, IV, VII
CRITERIA	TYPE OF E-1S
<p>If a student is:</p> <p>Currently employed by you in 4026 Is enrolled for Fall at ODU for a minimum of 6 credit hours Will be continuing to work for you</p> <p>YOU MUST SWITCH FROM 4026 TO 4025</p>	<p>TERMINATION E-1S (4026) Sections I, VI, and VII</p> <p>AND</p> <p>NEW E-1S (4025) Sections I, II, III, VII</p>
<p>If a student is:</p> <p>Currently employed as a Summer 4028 Is enrolled for Fall for a minimum of 6 credits at ODU Has accepted a FEDERAL WORK STUDY AWARD for the academic year</p>	NEW E-1S (4028) Sections I, II, III, VII
<p>If a student is:</p> <p>Currently employed by you for summer Will NOT be working for you during the academic year</p>	TERMINATION E-1S Sections I, VI, VII