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.

<table>
<thead>
<tr>
<th>EMPLOYMENT PERIOD</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fiscal Year (4025, 4028, 4029)</td>
<td>June 16 **</td>
<td>June 15 **</td>
</tr>
<tr>
<td>Academic Year</td>
<td>August 16</td>
<td>May 15</td>
</tr>
<tr>
<td>Summer 1</td>
<td>May 16</td>
<td>June 15</td>
</tr>
<tr>
<td>Summer 2 (changing to new FY)</td>
<td>June 16</td>
<td>August 15</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>TYPE OF E-1S</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAY 16 (summer 1)</td>
<td>(changing from Academic Year to Summer)</td>
</tr>
<tr>
<td>If a student is:</td>
<td></td>
</tr>
<tr>
<td>Currently employed by you in 4025</td>
<td>EPAF change for student hourly employees subject to WTE to continue</td>
</tr>
<tr>
<td>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</td>
<td>E-1SU for stipend students</td>
</tr>
<tr>
<td>Will be continuing to work for you</td>
<td></td>
</tr>
<tr>
<td>If a student is:</td>
<td></td>
</tr>
<tr>
<td>Currently employed by you in 4025</td>
<td>EPAF change for student hourly employees subject to WTE to continue</td>
</tr>
<tr>
<td>Is NOT enrolled for summer school at ODU for a minimum of 6 credits</td>
<td>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</td>
</tr>
<tr>
<td>Is pre-registered for Fall for a minimum of 6 credits</td>
<td>E-1SU for stipend students</td>
</tr>
<tr>
<td>If a student is:</td>
<td></td>
</tr>
<tr>
<td>Currently employed by you in 4028/4029</td>
<td>Notify CMC - EPAF change for student hourly employees subject to WTE</td>
</tr>
<tr>
<td>Is enrolled for summer school at ODU for a minimum of 6 credits AND is preregistered for fall for a minimum of 6 credits</td>
<td></td>
</tr>
<tr>
<td>Has accepted a SUMMER FEDERAL WORK STUDY AWARD</td>
<td></td>
</tr>
<tr>
<td>Is pre-registered for Fall for a minimum of 6 credits</td>
<td></td>
</tr>
<tr>
<td>If a student is:</td>
<td></td>
</tr>
<tr>
<td>Currently employed by you in 4028/4029</td>
<td>NO ACTION REQUIRED UNLESS THEY WILL NO LONGER BE WORKING FOR YOU</td>
</tr>
<tr>
<td>Will NOT be working for you during the summer</td>
<td></td>
</tr>
<tr>
<td>CRITERIA</td>
<td>TYPE OF E-1S</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>June 16 (summer 2)</strong></td>
<td>(Changing from old FY to new FY)</td>
</tr>
<tr>
<td>Submit E-1S forms for Summer, part 1 and Summer, Part 2 at the same time</td>
<td></td>
</tr>
<tr>
<td>All student employees employed in 4025, 4028, 4029 – continuing employees only</td>
<td>Complete EPAF change for 4025 student hourly employees subject to WTE or contact CMC for 4028/4029 so EPAF can be completed</td>
</tr>
<tr>
<td>Students may not be employed as student employees if summer is their first semester attending ODU.</td>
<td>E-1SU for stipend students (4025 only)</td>
</tr>
<tr>
<td><strong>August 16</strong></td>
<td>(Changing from Summer to Academic Year)</td>
</tr>
<tr>
<td>If a student is:</td>
<td></td>
</tr>
<tr>
<td>Currently employed by you in 4025</td>
<td>EPAF change</td>
</tr>
<tr>
<td>Is enrolled for the academic year at ODU for a <strong>minimum of 6 credit hours</strong></td>
<td></td>
</tr>
<tr>
<td>Will be continuing to work for you</td>
<td></td>
</tr>
<tr>
<td>If a student is:</td>
<td></td>
</tr>
<tr>
<td>Currently employed as a Summer 4028/4029</td>
<td>Contact CMC so EPAF change can be completed</td>
</tr>
<tr>
<td>Is enrolled for Fall for a <strong>minimum of 6 credits at ODU</strong></td>
<td></td>
</tr>
<tr>
<td>Has <strong>accepted</strong> a FEDERAL WORK STUDY AWARD for the academic year</td>
<td></td>
</tr>
<tr>
<td>If a student is:</td>
<td></td>
</tr>
<tr>
<td>Currently employed by you for summer</td>
<td>EPAF termination</td>
</tr>
<tr>
<td>Will NOT be working for you during the academic year</td>
<td></td>
</tr>
</tbody>
</table>

When hiring NEW student hourly employees or stipend student employees, you must submit the E-1SU form by the deadline on the Payroll schedule.