

### **SUMMER EMPLOYMENT:**

Campus Departments must formally extend the appointment of those students who will continue to work over the summer. To extend employment the Hiring Manager must notify the appropriate payroll office by way of a Student Change Form signed by the Department's MSO. Student employees should be extended only if there is reasonable certainty that the student will return to the same Department and job in the fall. In fall, they will need to provide only address changes, check disposition, or W-4 changes in order to update their EDB (Employment Database) record.

Students working in the summer are limited to 40 hours per week.

Student employees who work during the summer will see a change in their paychecks as FICA will be taken out during the months that they are not enrolled in the minimum number of Departments required for FICA exemption (6).

Students who are employed during the summer must purchase a summer parking permit for varying prices. Please visit <http://taps.ucmerced.edu/> for more info.

### **POLICY FOR STUDENT EMPLOYEES GRADUATING IN SPRING:**

Faculty and staff upon the request of the appropriate unit supervisor may extend a student who is graduating at the end of spring semester for up to three months during the summer.

#### **The criteria for extending graduating students are as follows:**

- Graduating seniors must have been currently working and employed in their current positions during spring semester and prior to spring graduation to be eligible for extension through summer and can only retain their current positions
- Extensions through summer must terminate the day before fall instruction.
- Graduating seniors may **not apply** for "new" campus positions after graduation.
- Graduating seniors from institutions other than a UC campus must be hired for summer only positions through UC Merced's Human Resources Department as a limited appointment.

A student employed during the summer is subject to withholding, unless the student is taking the minimum number of Departments established for Summer Session (6) and not employed on a full-time basis.