

In preparation for submitting **Summer 2026** Student contracts, please be aware of the following:

- **Add Jobs:** All summer student contracts for existing student workers will be entered via the Add Job process. Summer contracts must now be on a separate job profile from Spring/Fall semester contracts due to the FICA withholding classification. Do not use the “Data Change/Change Job Details
- **Dates:** The contract start and end dates should align with the contractual pay period schedule start and end dates. No summer contract can start earlier than **5/19/2026**. Summer contracts should generally end by **8/25/2026**, and Fall begin no earlier than **8/26/2026** (some exceptions apply for certain departments). Fall semester contracts must end by **12/29/2026** at the latest.
- **Dual Employment:** It is the department’s responsibility to ask students if they are working with other departments during the contract period, and ensure hours submitted do not put the student over the maximum allowed. Dual employment must be documented on the Contract.
- **Duration:** Starting this Fall, student contracts are limited to one academic semester length maximum. For any student who you plan to work the entire academic year for you, they must have separate Fall, Winter, and Spring contracts. Winter and Spring contract entry will occur towards the end of the Fall semester.
- **Hours:** Students can work up to 40 hours/week during the summer, but any employment over 25 hours/week is limited to a maximum duration of 12 weeks total.
- **Summer Classes:** Please determine for each of your students working during the summer if they are taking any summer courses at SU. If so, then you will keep the default Job Classification of 01 FICA Exempt. If the student is not taking courses, then you must enter 07 FICA Non-Exempt in the Additional Job Classifications field on the main contract entry screen in Workday.
- **New Hires:** As always, one of our biggest challenges is student new hires having the necessary IDs for the I-9 form with them when they are on campus. It is therefore critical for you to identify any new hires as early as possible, and to make sure they have [Acceptable Documents](#).
  - We must be presented with original, unexpired documents: no photos, copies, scans, etc. can be used.
  - New hires cannot begin working until they’ve both signed their contract AND completed Section 1 of the I-9 in Workday.
  - New hires must present the acceptable ID documents no later than their third day of employment. **If they have not provided the IDs by the third day of the contract, they must stop working, and their contract will be terminated to comply with Federal Law.**