

From: Student Employment Office [<mailto:studentemployment@umw.edu>]
Sent: Friday, July 13, 2018 3:51 PM
To: Julie Smith (jsmith23) <jsmith23@umw.edu>
Subject: Important Message for Student Employment Supervisors

Hello Student Employment Supervisors,

On Friday, July 27th, we will be doing a Mass-Termination of all Student Employment records for the summer employment period. It is essential that all student employees and supervisors approve their timecard by noon on July 27th. Once the Mass-Termination takes place, neither you nor the student will have access to My Time to update the approval.

If you have students that will be working beyond July 27th, please let us know no later than Friday, July 20th, otherwise their employment record will be terminated on July 27th. If they are finishing up their summer semester commitment please also include the date they will be finished working for your department.

We would also like to ask you to help us celebrate the advancement of our student coordinator into a new role. Princess Brown began a new position on July 10 in the Admissions Office as the Associate Director for Recruitment. We will announce the new Student Coordinator sometime in early fall. In the meantime, please remember to submit all correspondence to studentemployment@umw.edu.

Thank you in advance for your assistance. Please let us know if you have any questions and we'll be happy to help.

Thank you,

Office of Student Employment

2nd Floor, Lee Hall

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