



Preparing for Student Employment Post-Graduation

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In most cases, May graduates are eligible to work as student employees until the last pay period in August. Although this is true in Workday, their other electronic services may be affected shortly after commencement.

If their summer position requires access to services such as licensed software (Adobe, Dropbox, Microsoft Office, Zoom, etc.), Canvas, an @brown.edu email address (as opposed to an @alumni.brown.edu address), printing access, library e-resources, or on-prem building access, their Department Identity Administrator (DIA) will need to request a [Sponsored ID](#) affiliation for them until their position ends.

Considerations:

- Sponsored IDs for graduating students can negatively impact the transition of student services to alumni services. If at all possible, departments should not request Sponsored IDs for students earlier than the second week of June. This allows time for students to get their alumni services before beginning summer work.
- If that is not possible because students need to work immediately after commencement, the students should be advised to contact the [IT Service Center](#) to inquire about changes to their services. They will need assistance in moving their data to the @alumni.brown.edu account in this case.
- For access to licensed software not typically available to sponsored IDs (Adobe, Dropbox, Microsoft Office, Zoom, etc.), managers will need to submit a separate software request to the Computing Accounts & Passwords team at cap@brown.edu.

Please note: December graduates are not eligible to continue work as student employees following the completion of their studies in December. See [here](#) for more student employment information:

<https://www.brown.edu/about/administration/human-resources/work-eligibility-and-pay-related-policies>