

# Beginning-of-semester checks

Every student supervisor should do the following checks at the beginning of each semester.

## Check active students

Look at your list of students. If any have graduated or left your department's employ, and are NOT em, mark them as Inactive. If they have moved into a different library department, remove them from your department.

---

## Check work-study students

Make sure you have entered your work-study students' green sheet information into Shift. **If a student has a work study balance that does not cover their shift(s), their shift(s) will be automatically budgeted as wages.**