

ARCS PROCEDURE: Author: S. Smith	STUDENTS RETURNING TO LANL FOR THE HOLIDAYS	PRO(TWPPO)-051.000 January 11, 2000 Page 1 of 1
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Students Returning to LANL for the Holidays

I. Purpose:

To provide instructions for students returning to LANL for the holidays.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Go to badge office to pick up badge - good until March
2. Report to work
3. Complete weekly timesheets - only paid for actual hours worked
4. Be sure to reapply for summer break if planning on working.
 - Go to the HR home page on the web; click on "Special Programs" then click on "How to Apply".
 - Need to reapply at any time before April 1st.
5. Turn in Transcripts reflecting the fall semester by April 1st.
 - Mail to Sheryl Tafoya at P290 or fax to 5-4562.
6. For any other questions, call Special Programs at 7-7929.

V. References:

None.

VI. Attachments:

None.