3.6.4 Student

Policy Statement

Student employee definitions, policies, and procedures located on the BOR policy web site.

In addition:

(Revised 12/10/04) - To use the student employment type (STUWK, WKSTY, GTA, GTAD, GTAM, GBLA, GRA, GRAD, GRAM, GLA, GLAD, GLAM, GA, GAD, GAM), classes must be in session (exceptions: during fall and spring academic breaks) and the student employee must:

- Be enrolled in and actively attending classes on at least a half-time basis at a University System of Georgia institution during the employment period (to determine half-time student status as it applies to undergraduate, graduate, and professional students, contact the Registrar's Office or view the Registrar's determination of enrollment status) and
- Work no more than 20 hours per work week

Graduate students on assistantships and meeting the above criteria are included in the student employment type. Independent study classes do not qualify the employee to be classified as a student employee. Employees classified in the student employee type are not eligible for staff benefits, FICA, or Georgia Defined Contribution Plan (GDCP).

For the University to remain in compliance with IRS guidelines, hiring departments must change (via personnel report) the status of a student employee to a non-student classification (LBCLR, for example) under any of the following circumstances:

- During all breaks (including breaks between semesters) which exceed five weeks
- When the student employee's course load no longer qualifies him/her as at least a half-time student
- When the student employee exceeds 20 work hours per work week when classes are in session (except during fall and spring academic breaks)

Any student employed at the University of Georgia will be paid as non-exempt employees as defined by the Fair Labor Standards Act. All such employment is stipulated to be subject to reevaluation without prior notice to the employee, including possible change of location and function.

Forms/Instructions

Determining student enrollment status (full/part time): [http://www.reg.uga.edu/enrollmentCertifications](http://www.reg.uga.edu/enrollmentCertifications)

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

Policy Contact: Sige Burden

Phone Number: 706-542-9756

Policy Dates