Important Dates

05/11/24 - Last day of spring semester for student employment
04/27/24 - Last day for all federal work study
  *Will be auto-terminated effective 04/28/24
  * If you intend for your student to work past 4/27, you must submit a transfer transaction no later than 4/15. The effective date would be 4/28/24.

05/12/24 - 08/03/24 - Summer semester for student employment
06/09/24 - Last pay period for student employment from FY23 funds
  *Pay Date 06/28/24

08/04/24 - First day of fall semester for student employment
08/14/24 - First day of fall 2024 classes
  *Please use the Payroll Schedule to determine the appropriate effective date (1st day of pay period) for fall hires/rehires

Student assistants will NOT be auto-terminated at the end of spring semester
- Supervisors are responsible for submitting MSS transactions to separate any student who is no longer actively working

Students must remain enrolled in a minimum of 5 credit hours to be exempt from FICA Med and GDCP contributions.

Pay Group Descriptions
- 54T - Student Assistant
- 54C - Temporary Part-Time Staff
- 54W - Federal Work Study

FICA Med = 1.45% of Taxable Gross
What is FICA Med?

GDCP = Georgia Defined Contribution Plan
What is GDCP?
**Student Hiring Scenarios**

Listed below are scenarios that may pertain to student hiring for the summer and will provide guidance for the appropriate employment status based on the student's enrollment status

- Student graduates in May but department needs student to work summer semester
  - 54C (even if starting in fall semester as a graduate assistant)

- Student is not enrolled in summer or was not enrolled in spring but it is for the upcoming fall semester
  - 54C for summer employment (may transition to 54T after enrollment is verified for the fall)

- Student is enrolled in spring and fall but not summer (or taking less than 5 credit hours during the summer semester)
  - 54T with FICA withholding and GDCP deduction

- Student is taking 5 or more credit hours during the summer (regardless of spring or fall enrollment)
  - 54T No FICA withholding and no GDCP deduction

Contact: stuemp@westga.edu or 678.839.6403