Student Employment – Summer Process

Important Dates:

- 5/14/22 - last day of spring semester for student employment
- 5/14/22 - last day for all federal work study
- 5/15/22-7/23/22 - summer semester student employment
- 7/24/22 - first day of fall semester for student employment (student assistant and federal work study)
- 5/29/22-6/11/22 - last pay period for student employment from FY22 funds
  - Pay date 6/17/22
- 8/10/22 - first day of fall 2022 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 Manager Self Service (MSS) transactions to separate any student who is no longer actively working

- Federal work study students will be auto-terminated effective 5/15/22 unless a transfer / intra-institutional transfer MSS transaction is submitted prior to the 5/15/22 payroll deadline

- The summer student employment status is dependent on the student’s enrollment status for the summer sessions
  - If the student is not enrolled for 6 credit hours or more as of the add/drop date for each summer session, the student will be subject to FICA-Med & GDCP
    - FICA Med = 1.45% of Taxable Gross What is FICA Med?
    - GDCP = Georgia Defined Contribution Plan What is GDCP?
  - Students will be alerted via email that FICA and GDCP will be deducted from their paycheck when applicable
  - Departments should work with their department budget managers regarding the applicable funding needed to cover the additional FICA Med tax
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:

- **54T pay group = Student Assistant**
- **54W pay group = Federal Work Study**
- **54C pay group = Temporary Part-Time Staff**

  - Student graduates in May but department needs student to work summer semester
    - Student must be transferred to a 54C *(even if starting in fall semester as a graduate assistant)*
      - Consult Budget Services to identify 54C position number is established and funded
      - Submit MSS transfer / intra-institutional transfer transaction
  
  - Student is not enrolled in summer or was not enrolled spring but is for the upcoming fall semester
    - **54C for summer employment *(may be transferred to 54T effective the first payroll of fall semester 7/24/22 after enrollment status for fall has been verified)*
    - **Submit MSS transfer/intra-institutional transfer transaction if student is active spring semester or complete the Job Posting Request Form to post the position.**
      - When applicant is selected, submit the Hire Request Form – Student which will initiate the onboarding process
  
  - Student is enrolled in spring and fall but not summer *(or taking less than 6 credit hours during the summer semester)*
    - **54T with FICA withholding and GDCP deduction**
      - No action needed from supervisor; HR will update status based on enrollment review and will return status back to exempt and no GDCP deduction at the end of summer semester
  
  - Student is taking six or more credit hours during the summer *(regardless of spring or fall enrollment)*
    - **54T No FICA withholding and no GDCP deduction**
    - No action needed from supervisor; HR will continue to monitor enrollment status throughout summer semester