

## 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 (*1<sup>st</sup> day of pay period*) for fall hires/rehires
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- 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
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- 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
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- 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