

Student Assistant and Temporary Employment

An undergraduate student enrolled in six (6) or more credit hours for the fall, spring, or summer semester should be hired as a student assistant.

A graduate level student *not employed* in a graduate assistant position may be hired as a student assistant if enrolled in a minimum of six (6) credit hours. To be a graduate assistant, a graduate student must be enrolled in nine (9) credit hours in fall and spring and six (6) credit hours during the summer.

A student assistant may not be hired as a graduate assistant or temporary employee simultaneously. As an example, a hired student assistant may not also hold a graduate assistant position at the same time during any semester.

Hiring a student during summer semester is based on applicable enrollment hours and may be subject to payroll tax policies. Please see guidelines below regarding summer student employment.

Student Assistant Hiring - Summer	Student Assistant (54T)	Student Assistant (54T) with FICA/GA Defined	Temporary Employee (54C)
Enrolled in 6 or more credit hours	X		
Enrolled in 1-5 credit hours Summer Only		X	
Enrolled Spring and Fall ONLY Summer excluded		X	
Enrolled Fall ONLY Spring or Summer excluded			X
Students graduating in Spring (May)			X

Hiring an enrolled Student as a Temporary Employee

A student must be hired as a temporary employee for **fall or spring** semester, if enrolled in five (5) or less credit hours for the respective semester. At any time, a student enrolls in six (6) or more credit hours, the student must transition from a temporary employee to a student assistant position. A student may not be a temporary employee and a student assistant or graduate assistant simultaneously.