



# Student Employment Summer Process

## 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