



## Student Employment Titles/Codes

Student employment titles/codes have specific requirements regarding enrollment. If the conditions of enrollment cannot be met, student titles should not be used. These titles/codes are not used for high school students or non-OSU college students. Work Study students have different enrollment requirements regarding the number of hours (check with Financial Aid/Work Study Programs Office, x46402). Student titles may be used in the summer if the student was eligible for a student title in the spring and will be eligible in the fall. Graduate students cannot carry graduate student titles in the summer if they are not enrolled.

### Undergraduate Assistants (Paid Biweekly Only)

Student must be enrolled in a minimum of 6 hours of credit during a regular session and 3 hours of credit during a summer session.

Undergraduate Research	1497
Undergraduate Teaching	1779

### Graduate Assistants/Associates (Paid Monthly Only)

Student must be enrolled in a minimum of 4 hours of credit during a regular session and 2 hours of credit during a summer session. In addition, the FTE assigned to a Graduate Assistant/Associate should be reasonable for the amount of work to be accomplished.

#### Research in Area of Discipline

Masters Graduate Research Assistant	1749
Doctoral Graduate Research Associate	3769

#### Teaching in Area of Discipline

Masters Graduate Teaching Assistant	1750
Doctoral Graduate Teaching Associate	3770

## Non-Teaching/Non Research

The following titles/codes are for graduate students employed outside area of discipline, but in work that significantly contributes to the academic progress of the student.

Masters Graduate Assistant 1748

Doctoral Graduate Associate 6592

## Other Student Titles

Undergraduate students must be enrolled in a minimum of 6 hours of credit during a regular session and 3 hours of credit during a summer session. Graduate students must be enrolled in a minimum of 4 hours of credit during a regular session and 2 hours of credit during a summer session.

Student Professional (biweekly or monthly) 1767

Student Clerical/Secretarial (biweekly only) 1767

Student Tech/Paraprofessional (biweekly only) 1767

Student Skilled Crafts (biweekly only) 1767

Student Service/Maintenance (biweekly only) 1767

## Notice: Student FICA Exemption

To qualify for the student FICA exception as described in I.R.S. ruling, Revenue Procedure 98-16, an individual must be a half-time undergraduate student or a half-time graduate or professional student and can not be a career employee. The IRS defines career employees to be individuals who are eligible to participate in their institution's retirement plan, or who receive reduced tuition from their college -- other than teaching and research assistants who qualify for tuition remission under section 117(d) of the tax code. Basically, individuals in student titles must be students first and employees second.