Human Resources Management

Student Employment Flowchart

During an academic year

Is the student registered, at minimum, as a half-time student in the current academic term?

YES

Prepare an eHire (HIR/APT) to appoint the student to a student assistant or work-study classification.

The student may work up to 20 hours per week.

During the summer

Was the student enrolled at least half-time the previous academic term and registered for the following academic term?

YES

Is the student registered, at minimum, as a half-time student in a summer term?

YES

Prepare an eHire (HIR/APT) to appoint the student to a student assistant classification.

The student may work up to 20 hours per week.

NOTE: The student must be enrolled for the entire summer to receive FICA exemption. If a student is only enrolled in one summer term, they only have the exemption for that term.

NO

The student is not eligible to work.

NO

Prepare an eHire (HIR/APT) to appoint the student to the Bridge classification*

The student may work up to 40 hours per week

*The student is subject to Medicare and retirement deductions.
** If the student has graduated, he/she may not work beyond the last day of the academic term.