Student Employment
Summer Process

Important Dates
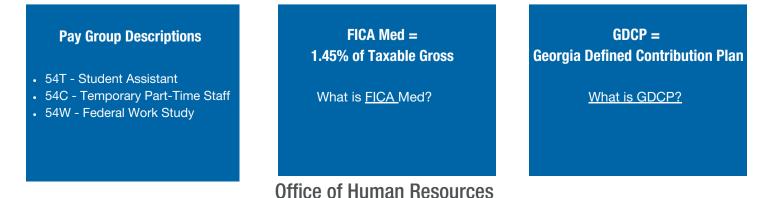
05/24/25 - Last day of spring semester for student employment

05/05/25 - Last day for all federal work study

   *Will be auto-termed effective 05/06/25

   * If you intend for your student to work past 5/5, you must submit a transfer transaction no later than 4/16. The effective date would be 4/27/25 to stay in line with the payroll schedule.

05/25/25 - 08/02/25 - Summer semester for student employment

06/08/25 - Last pay period for student employment from FY25 funds

   *Pay Date 06/27/25

08/03/25 - First day of fall semester for student employment

08/13/25 - First day of fall 2025 classes

   *Please use the [Payroll Schedule](#) to determine the appropriate effective date (1st day of pay period) for fall hires/rehires

Student assistants will <u>NOT</u> be auto-terminated at the end of spring semester

- **Supervisors are responsible for submitting termination transactions to separate any student who is no longer actively working. <u>Please be sure the effective date is the date after their last date worked.</u>**

Students must remain enrolled in a minimum of 5 credit hours to be exempt from FICA Med and GDCP contributions.

Pay Group Descriptions	**FICA Med =** **1.45% of Taxable Gross**	**GDCP =** **Georgia Defined Contribution Plan**
• 54T - Student Assistant • 54C - Temporary Part-Time Staff • 54W - Federal Work Study	What is <u>FICA</u> Med?	[What is GDCP?](#)

Office of Human Resources

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 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

Contact: hrservices@westga.edu or 678.839.6403