Policy 4.13
Employment of University Students

Responsible Official:  VP for Human Resources
Administering Division/Department:  Recruiting
Effective Date:  March 29, 2007
Last Revision:  June 14, 2007

Policy Details

A student employee is any full-time or part-time Emory student who works for Emory for pay. Students may be
employed only in a temporary part-time (student) status. Emory students enrolled in post graduate programs will be
considered for regular employment status with Emory on a case by case basis.

CATEGORIES
The Registrar’s Office determines the full-time/part-time status of each undergraduate, graduate and professional
student (including Work Study*).

* Work Study students are partially funded by the federal government and must have applied for financial aid. Work
Study students are generally limited to working a maximum of 20 hours per week during periods of enrollment and
40 hours per week during periods of non-enrollment.

PAYROLL ISSUES
The Social Security Administration has ruled that a student who is enrolled full-time and regularly attending classes
in an academic program of an education institution is exempt from Social Security (FICA) coverage if such student is
employed by the same institution, provided they worked 20 hours or less per week in all assignments.

Related Links

- Current Version of This Policy:  http://policies.emory.edu/4.13

Revision History

No previous versions of this policy were found.

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encouraged to visit policies.emory.edu to ensure that you are relying on the current version.