



## 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

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### 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.**

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*