

STUDENT EMPLOYMENT

Job Codes

As you complete the student hire form, use these job codes to ensure that you are hiring the student into the appropriate job type.

Student job codes are divided into three categories: graduate students, undergraduate students, and Federal Work Study students. Based on the job code selected, the FLSA status (exempt or nonexempt) and type of pay (hourly or salaried) will default in the form.

See page 2 for undergraduate student job codes and federal work study job codes.

Graduate Student Job Codes

| Job Code | Description | FLSA Status | Type of Pay |
|-------------|---|-------------|-------------|
| SGAA | Graduate Athletics Assistant Assists with practice, training, coaching athletes | Exempt | Salaried |
| SGTA | Graduate Teaching Assistant Teaches as instructor of record | Exempt | Salaried |
| SGIA | Graduate Instructional Assistant Assists with instruction and support for classes | Exempt | Salaried |
| SGST | Graduate Staff Assistant Performs administrative work | Nonexempt | Hourly |
| SGRA | Graduate Research Assistant Assists with conducting research for degree program | Exempt | Salaried |
| SGRH | Graduate Residence Assistant Serves as Student Services Advisor including Residence Advisor | Exempt | Salaried |
| SGNA | Graduate Student – No Assistantship Covers graduate students without assistantships | Nonexempt | Hourly |

Undergraduate Student Job Codes

| Job Code | Description | FLSA Status | Type of Pay |
|-------------|--|-------------|-------------|
| SURH | Undergraduate Residence Assistant Serves as Undergraduate Residence Advisor | Exempt | Salaried |
| SURA | Undergraduate Research Assistant Assists with conducting research for degree program | Nonexempt | Hourly |
| SUEA | Undergraduate Assistant Performs general administrative or other hourly work | Nonexempt | Hourly |

Federal Work Study Job Codes

| Job Code | Description | FLSA Status | Type of Pay |
|-------------|---|-------------|-------------|
| SFWR | Undergraduate Work Study | Nonexempt | Hourly |
| SFWG | Graduate Work Study – With Assistantship | Nonexempt | Hourly |
| SFHG | Graduate Work Study – No Assistantship | Nonexempt | Hourly |
| SFNU | Summer Undergraduate Work Study – Not enrolled | Nonexempt | Hourly |
| SFNG | Summer Graduate Work Study – Not enrolled | Nonexempt | Hourly |