



Student Employment, Policy 10.10
Frequently Asked Questions

1. Can student employees continue to work past graduation?

GAs cannot continue to work after the semester in which they graduate. However, they should fulfill the terms of their graduate appointment document; in some cases that may mean they remain on appointment for a few weeks after their commencement. If you want to continue to employ a GA for the semester(s) following her/his graduation, you may hire her/him into a temporary, term, or regular staff position, consistent with other Human Resources policies.

All other student employees may work to the last day of final exams of the first session of the semester following graduation. Student employees who graduate spring semester, may work to the last day of final exams of the summer term.

| Student employee graduated: | Can continue to be employed in student position held immediately prior to graduation until: |
|-----------------------------|---|
| Fall semester | Last day of final examinations for spring semester first-session classes |
| Spring semester | Last day of final examinations for summer term |
| Summer term | Last day of final examinations for fall semester first-session classes |

Specific dates can be found in the university’s [Academic Calendar](#). If you want to continue to employ the student employee past the approved criteria (as in chart above), you may hire them into a temporary, term, or regular staff position, consistent with other Human Resources policies.

2. Can student employees who have graduated start a new student position in the semester/term following graduation?

No. The extension of student employee status only applies to the student position the student employee held immediately prior to graduation.

3. Can student employees who have graduated or left the university continue to work as student employees by taking a class each term?

With the exception of the one session/term past graduation criteria addressed in question #1, a student must be enrolled and matriculating to a degree to be an ongoing student employee. GAs may not continue their appointment beyond the semester in which they graduate, except as addressed in question #1.

4. Can a student employee who graduates with an undergraduate degree in the spring AND who is enrolled with Ohio State Graduate School for the autumn semester continue in their student assistant position through the summer?

Yes. Their primary relationship with the university is still as a student, so they can remain a student employee through the summer term. If the student will be employed as a GA beginning the term in which they enroll in graduate school, the unit hiring them as a GA may employ them early as a student associate during their off-term.

5. Can a newly admitted undergraduate start as a student employee prior to the first day of classes?

Yes. Those who are accepted as a student at the university can start in a student employee position no earlier than four weeks prior to the first day of classes.

6. What are the student employee classifications we can use?

For a complete list of student employee classifications, go to hr.osu.edu/asp2/titledeck and search by Title Group Indicator.

7. Are student employees required to remain in their position during the summer?

No. Student employees are not required to work during the summer. A conversation should take place between the student and the supervisor to determine the student’s availability over the summer and the business needs of the office.

8. Are student appointments held for students if they take a term off?

No. The business needs of the office determine whether or not a position will be made available for a student employee to return to should she/he take a term off. A conversation should take place between the student employee and the supervisor to determine the feasibility of securing a position to which the student can return.



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9. Are student employees required to work during breaks and holidays?

No. Students are generally not required to work during breaks or on university designated holidays.

10. Do OSHA regulations also apply to student employees?

Yes.

Compensation and Payroll

11. What type of compensation do undergraduate and graduate fellows and trainees receive?

Undergraduate and graduate fellows and trainees receive stipends related to their academic programs. They do not render services for pay, and therefore are not considered employees.

12. Can I give my student employee a cash award?

No. However, pre-defined reward programs may be established with college/VP unit and Office of Human Resources approval, in which case students may be given a cash bonus/award that is consistent with the pre-approved reward program.

13. Can students earn a commission?

No. There may be positions that allow tips, but they must be claimed appropriately for tax purposes.

14. When do students get paid?

Hourly students are paid on the biweekly pay cycle (see controller.osu.edu/pay/pay-calendars.shtm). Graduate associates and other exempt/salaried students are paid on the monthly pay cycle and are paid on the last business day of each month.

15. Do students pay taxes on the wages they earn?

Yes. Students pay all applicable federal and state taxes on the income they earn. Student employees enrolled for at least six credit hours are exempt from the Medicare Hospital Insurance Tax (MHIT) withholding. Graduate fellowships are awards. Monthly stipends for fellowships may be subject to federal, state and local taxes. Depending on a fellow’s residency status, their taxes may or may not be withheld from their stipend. Questions regarding taxes on fellowships should be directed to the Office of the Controller, Payroll Services Tax Information, 614-292-2311, controller.osu.edu/pay/pay-home.shtm.

16. What account codes should be used for student appointments?

| | |
|-------|-----------------------------------|
| 60091 | Graduate Teaching Associate |
| 60092 | Graduate Research Associate |
| 60093 | Graduate Administrative Associate |
| 60113 | Student Awards |
| 60131 | Stdnt Non GA/Non Fed Wrkstdy |
| 60132 | Student Overtime |
| 60135 | Under Enroll/Non Fee Pd Std |
| 60155 | Student Federal Workstudy |
| 60156 | Under Enroll/Non Fee Pd Wkstdy |
| 60157 | GTA Workstudy |
| 60158 | GRA Workstudy |
| 60159 | GAA Workstudy |
| 65202 | Student Fellowships |
| 65203 | Student Trainee |
| 65297 | Student Aid 1 |



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Selection

17. I've searched and searched for a qualified Ohio State student for my open student employee position and can't find one. Can I hire a student from Columbus State or another college?

Yes. Your dean or vice president has authority to approve such a hire.

18. Do student positions require posting?

No. Student positions do not require posting.

Federal Work-Study (FWS)

19. What is work-study?

Federal work-study is a financial aid program which is awarded to students on the basis of financial need. The funds are given to Ohio State annually, and within broad guidelines, the institution can decide who is eligible for an award. Students must file the Free Application for Federal Student Aid (FAFSA) by the deadline date (February 15 for freshmen; March 1 for continuing students) to be considered for an award. Not every student who applies on time is eligible. Ohio State normally sets a maximum expected family contribution, calculated from the FAFSA, for eligibility. This assures that these need-based FWS are targeted to the students with the fewest other resources to help them attend Ohio State.

20. What is the benefit of hiring a federal work-study eligible student?

Most employers are interested in hiring FWS students because the federal financial aid program pays 75% of their hourly rate. The other 25% is matched by the institution. Revenue generating auxiliary units pay the 25% match from their own funds. Non-revenue generating units are not responsible for the institutional match, which is paid from a general university fund.

21. Are students assigned a position when awarded federal work-study funds?

No. Students are directed to a secure web site where they can review the FWS jobs that are available. It is up to the student to apply and interview for any job that she or he is interested in. Employers are not required to hire any student simply because the student has a FWS award, nor are they required to retain a FWS employee who is not performing adequately. The employer retains complete discretion to hire or dismiss any FWS employee.

22. Are there differences in regulations/rules and policies between federal work-study student employees and non-federal work-study student employees?

Federal work-study students are covered by the same institutional rules and policies as all other Ohio State student employees. FWS students must be enrolled at least half time, have fees paid for the current quarter to work, and the employing unit must agree to pay their FWS students within pay ranges established by the FWS Office. Because FWS is a federal financial aid program, there can be conditions under which a student may be ineligible to be paid with FWS funds. When students are ineligible for FWS, the employer is given the option of stopping the student from working or paying the student with department funds.

23. How can I get more information about hiring federal work-study students?

See the [Employer Services](#) page of the Office of Student Financial Aid website or contact the Federal Work-Study Office at sfa-jobs@osu.edu.

24. Do students have to have a certain GPA to be employed and maintain that GPA to keep employment?

Yes. Federal work-study students are required to meet specific standards for satisfactory academic progress to be eligible for FWS funds.

25. What happens if a work-study student becomes ineligible to receive work-study funds?

If a student is not eligible to be paid with FWS funds when payroll is processed, the system will automatically change the funding to the unit's wages during the payroll process.



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26. What happens when a student employee does not meet enrollment criteria?

When a student employee does not meet enrollment criteria the system will automatically change the account code. When the student meets the enrollment criteria, the system will update automatically. No action is needed on the part of the unit.

OPERS and STRS

27. Are OPERS contributions ever taken from the pay of students who have completed an exemption form within 30 days of hire?

Yes. OPERS contributions will be withheld from earnings until the [Request for Optional Exemption as a Student](#) form is received and processed by the Office of Human Resources, Benefits Services. The exemption applies only when the student employee has fees paid and is attending the required number of credit hours. OPERS contributions will be withheld if the student does not meet these criteria and will stop when the criteria are met again.

28. Can a student employee receive a refund of her/his money from OPERS?

Yes. A student can receive a refund of her/his money from OPERS after her/his Ohio State employment ends. The student should apply on-line at www.opers.org. The refund will not be made until 90 days after employment ends.

29. Should fellows and trainees consider applying for exemption from OPERS contributions?

No. These positions are not considered employees and are not eligible to pay into OPERS.

30. Can a student employee pay into STRS instead of OPERS?

Only a graduate teaching associate (GTA) who has an open and active STRS membership account can pay into STRS instead of OPERS. The GTA should notify the Office of Human Resources on the [Student Retirement Election](#) form. The form and other student employment retirement options information are available at hr.osu.edu/benefits/ga_studentemployeebenefits.

Graduate Students

31. How do I compensate a graduate student during their off term if the hours worked become intermittent in nature?

If the work hours become intermittent in nature, the student assistant title should be used and the graduate student should be paid biweekly instead of monthly during this time. If this occurs, the nature of the duties performed also need to be changed to ensure that the work is non-exempt and *not* exempt, as the student assistant title is a non-exempt classification.

32. Can graduate students hold an off-cycle GA appointment outside of the specified appointment dates as set by the Graduate School?

No. GA titles are reserved for use during the specified appointment dates as set by the Graduate School. It is permissible to hire incoming graduate students early by hiring them into the student associate title. They must then be transferred into the appropriate GA title as of the designated appointment date of the first term in which they will be enrolled.

The student associate title may also be used to provide a bridge to graduate students during the summer months or their off term. The graduate student is typically continuing duties from the previous academic year and is expected to return to the same appointment following the academic year.

33. Does the 28/38 maximum scheduled hours provision apply to GAs?

No, the maximum hours does not apply to GAs. GA FTE/hours are managed by the Graduate School and the details of the GA appointment document.

34. Where do I go for any exceptions related to graduate associate employment?

All exceptions related to a GA should be directed to the Graduate School.



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35. Where Can I Obtain Additional Information?

- Visit hr.osu.edu/policy Student Employment Policy 10.10
- Contact the Office of Human Resources, 614-292-1050
- Contact the Graduate School, 614-292-6031