Student Employment Guidelines Regarding Hours of Work

Rules enforced by the Kentucky Employees Retirement System (KERS) require that the number of hours worked per week must be monitored for students and staff. For many students, this will affect the type of employment to be assigned. Some students will continue as "Student Workers," as they are currently titled, and other students will be a new type of worker, to be titled "Student Temporary." These guidelines are established so that students and the university are not required to make payments to KERS. They were initially effective August 1, 2012, and this revision is effective August 22, 2012.

Departments will be responsible for implementing and monitoring the following guidelines for determining which type of employment is to be assigned. This monitoring can be done as time reports are approved or researching hours paid on prior time reports. Approvers have access through myGate to all prior time reports which they have approved. Departments will be assessed any charges from the retirement system as a result of misclassifying students.

Student Workers are students who work 20 hours per week or less. This can be a university student worker or a combination of Federal Work Study and university student worker totaling 20 hours. The student may work either 20 hours solely as a University Student Worker or as a Federal Work Study (9 hours maximum) and University Student Worker for a combined total of 20 hours. A Student Worker is permitted to work in no more than two departments in one pay period. A Graduate Assistant is not permitted to work as a Student Worker in the same semester.

Student Temporaries are students who work more than 20 hours per week. They may work in no more than two departments in one pay period. They are permitted to work a maximum of 9 consecutive months and then must change status to Student Worker (and work a maximum of 20 hours per week for a least one calendar month) or have 1 calendar month break. Student Temporaries are not eligible to work in Federal Work Study positions. A Student Worker is not permitted to be a Student Temporary in the same pay period. A Graduate Assistant is not permitted to work as a Student Temporary in the same semester.

FICA may be withheld for any student not scheduled for classes at least half time in the current semester. (Half time is 6 hours per semester for undergraduate students and 5 hours per semester for graduate students.) Any student working full-time will be subject to FICA deductions from pay (university matches this) regardless if he or she is scheduled for classes or not.

Details for Student Workers and Student Temporaries

Student Worker (SAxxxx)	Student Temporary (SGxxxx)
Works up to 20 hours per week.	Works more than 20 hours per week.
	Permitted to work only 9 consecutive calendar months and then must change to Student Worker status and work no more than 20 hours per week for at least one calendar month, or have 1 calendar month break.
Includes all Federal Work Study and University-funded work for students. Excludes Graduate Assistants, who follow KTRS work rules. GA's are prohibited from working as a Student Worker or Student Temporary in the same semester.	

Questions? Contact your department head or call Financial Aid – Student Employment staff at 809-2546.

Office of Student Financial Aid

Effective August 22, 2012