

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



## Undergraduate Student Job Codes

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

## Federal Work Study Job Codes

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