



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