## Student Appointment vs Short Term Worker Appointment

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>4S Position</strong></td>
<td>Students taking 1 or more credits are considered student employees. Students taking 6 credits or more are eligible for exemption from FICA taxes. (FICA taxes: Medicare and Social Security)</td>
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<tr>
<td><strong>4T Position</strong></td>
<td>A short term worker is an employee taking no credits and is not exempt from FICA taxes. (FICA taxes: Medicare and Social Security)</td>
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<tr>
<td><strong>S1 Suffix</strong></td>
<td>Represents a Student Position</td>
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<tr>
<td><strong>00 Suffix</strong></td>
<td>Represents a Short Term Worker or a Work Study Student</td>
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<tr>
<td><strong>OC Suffix</strong></td>
<td>Represents a Student who attends school off-campus. Can be a high school student or a student at another University. Department is responsible for verifying the student is enrolled at another school.</td>
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### If

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
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</table>
| Student in Fall, Spring, or Summer Semester                       | Position 4S, Suffix S1  
EPAF: “Student Job – 1 credit or more required 4S posn S1 suffix”  
Can be appointed: 09/01/XX – 08/31/XX                             |
| Student (1 credit or more) hired in the Spring Semester; then is hired as a student with less than 6 credits in the Summer Semester. | Position 4S, Suffix S1  
EPAF: “Student Job – 1 credit or more required 4S posn S1 suffix”  
Summer Session only: 06/01/XX – 08/31/XX                          |
| Student (1 credit or more) hired in the Spring Semester and graduates in the Spring. Comes back in the Summer. | Position 4T, Suffix 00  
EPAF: “Short Term (not more than 90 days) 4T position 00 suffix”  |
| Student taking 1 or more credits at Billings, Great Falls, or Havre (MSU System) | Position 4S, Suffix OC  
AY EPAF: “Student Job – 1 credit or more required 4S posn OC suffix”  
Can be appointed: 09/01/XX – 08/31/XX                              |
| Student at a different University outside of the MSU system, in state or out of state | Position 4S, Suffix OC  
AY EPAF: “Student Job – 1 credit or more required 4S posn OC suffix”  
Can be appointed: 09/01/XX – 08/31/XX                              |
| High school student in Montana | Position 4S, Suffix OC  
AY EPAF: “Student Job – 1 credit or more required 4S posn OC suffix”  
Can be appointed: 09/01/XX – 08/31/XX                              |
| High school student outside of Montana | Position 4S, Suffix OC  
AY EPAF: “Student Job – 1 credit or more required 4S posn OC suffix”  
Can be appointed: 09/01/XX – 08/31/XX                              |