Student Appointment vs Short Term Worker Appointment

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| **Key** | | |
|  |  | Highly |
|  | Students taking 1 or more credits are considered student employees. Students | recommended to |
| 4S Position | taking 6 credits or more are eligible for exemption from FICA taxes. (FICA | follow classification |
|  | taxes: Medicare and Social Security) | pay scale in case of |
|  |  | future employment |
| 4T Position | A short term worker is an employee taking no credits and is not exempt from FICA taxes. (FICA taxes: Medicare and Social Security) | Must follow classification pay scale for wage & title |
| S1 Suffix | Represents a Student Position |  |
| 00 Suffix | Represents a Short Term Worker or a Work Study Student |  |

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| **If** | **Then** |
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| Student in Fall, Spring, or Summer Semester  1 Credit or more | 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 S1  AY EPAF: “Student Job – 1 credit or more required 4S posn S1 suffix” Can be appointed: 09/01/XX – 08/31/XX  Include comment of which school attending |
| Student at a different University outside of the MSU system, in state or out of state | Position 4S, Suffix S1  AY EPAF: “Student Job – 1 credit or more required 4S posn S1 suffix” Can be appointed: 09/01/XX – 08/31/XX  Include comment of which school attending |
| High school student in Montana | Position 4S, Suffix S1  AY EPAF: “Student Job – 1 credit or more required 4S posn S1 suffix” Can be appointed: 09/01/XX – 08/31/XX  Include comment of which high school attending |
| High school student outside of Montana | Position 4T, Suffix 00  EPAF: “Short Term (not more than 90 days) 4T position 00 suffix” |