

Kansas State University
Division of Human Resources
Employment Summary Sheet for Students and Temporary Positions

For more detailed information regarding employment policies and guidelines go to <http://www.ksu.edu/hr/>.

Subject	Graduate Student	Hourly Student	Unclassified Temporary	Classified Temporary
Appointment Form	PER-41, Graduate Student Appointment Form	PER-40, Hourly Student Data Sheet	PER-38, Appointment Form (Classified and Unclassified)	PER-38, Appointment Form (Classified and Unclassified)
Appointment Months Basis – 9-month usually refers to Academic year and 12-month fiscal year	9 or 12 month	12 month	9 or 12 month	12 month
Compensation – KSU minimum wage requirements must be met.	GTA's and GRA's are paid a biweekly rate; GA's are paid hourly rate.	Hourly rate of pay	Hourly or biweekly rate based on FLSA status.	Hourly rate of pay.
Compensation Levels (minimum) – (based on .5 FTE appointments)	\$3,750 per academic semester for master degrees; \$4,250 per academic semester for doctoral students	KSU Minimum wage	KSU Minimum Wage Research Assistant (026200) must start at \$10.94.	Step 4 of appropriate pay grade
Enrollment Eligibility **An exception may be made to reduce credit hours for final semester for graduate students	Must be enrolled in K-State Graduate School and in at least 6 credit hours during fall and spring semesters.**	Must be enrolled at K-State in no fewer than 6 credit hours during the fall or spring semesters.	N/A	N/A
Fair Labor Standard Act (FLSA) Status – Exempt – (salaried) no overtime Non-covered – (salaried) no overtime Nonexempt – (hourly) earns overtime over 40 hours	GTA's- Exempt – (salaried) not eligible for overtime. GRA's – Non-covered (salaried) no overtime GA's – nonexempt (same as hourly students)	Nonexempt - Students primary reason is to receive an education, so working them in excess of 40 hours is prohibited. If a student does work over 40 hours during any week the person must be paid overtime at 1.5 x hrly wage for hours over 40.	Nonexempt or Exempt – based on job code and salary. Should only be working the amount of FTE assigned to position. For example, if appointed .40 FTE should be working 16 hours a week.	Nonexempt – hourly Should only be working the amount of FTE assigned to position. For example, if appointed .40 FTE should be working 16 hours a week.

Subject	Graduate Student	Hourly Student	Unclassified Temporary	Classified Temporary
Job Code – A list of Unclassified and Classified Job Codes can be found at http://www.ksu.edu/hr/hris-tables.html	030500 – Graduate Teaching Assistant (GTA) 032000 – Graduate Research Assistant (GRA) 031000 – Graduate Assistant (GA)	035000	Examples: 070600 – Assistant 026200 – Research Assistant 063700 – Staff Assistant	Example: 1071K2 – Administrative Assistant
Maximum FTE (Full Time Equivalency)	.5 FTE Grad students may be appointed to more than one grad position at a time as long as the combination of the graduate appointments does not exceed .5 FTE	Appointed between .10 to .49 FTE	1) less than .50 FTE for a period of a year or less or 2) greater than or equal to .50 FTE for a period less than 90 days.	N/A – limited to 999 hours in a year, beginning on the date of initial appt. and ending the following year. That date may be for a shorter period of time.
Maximum Hours of Work Per Week	20 hours if .5 FTE. Grad students other than foreign nationals may hold a concurrent hrly student appt not to exceed 10 hours. F1 or J1's are limited to 20 hours.	Limited to 30 hours during the academic year. If hold multiple student positions combined hours are not to exceed 30. Foreign Nationals are limited to 20 hours.	Should only be working the amount of FTE assigned to position. For example if .4 FTE should be working 16 hours per week.	Should only be working the amount of FTE assigned to position. For example if .4 FTE should be working 16 hours per week.
Social Security and Medicare taxes (FICA)	Exempt while enrolled in at least six credit hours during the fall or spring semesters or 3 credit hours during the summer.	Exempt while enrolled in at least six credit hours during the fall or spring semesters or 3 credit hours during the summer.	Subject to taxes Foreign nationals on F1 or J1 visas are usually exempt from these taxes.	Subject to taxes Foreign nationals on F1 or J1 visa's are usually exempt from these taxes
Spoken English Competency	Required for Graduate Teaching Assistants	N/A	Required for faculty with classroom or laboratory instructional responsibilities and/or has direct tutorial or advisement contact with students.	N/A