

Student Appointment vs Short Term Worker Appointment

Key		
4S Position	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)	Highly recommended to follow classification 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)	<u>Must</u> 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	

If	Then
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 <u>outside</u> 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"