

Determining Student Status (STUWK vs. LBCLR Status)

The following information is excerpted from the University's Human Resources Policies & Procedures Manual (<http://askuga.uga.edu> ; keyword search = STUWK or LBCLR):

Student - (Revised 12/10/04) - To use the student employment type (STUWK, WKSTY, GTA, GTAD, GTAM, GBLA, GRA, GRAD, GRAM, GLA, GLAD, GLAM, GA, GAD, GAM), classes **must be in session** (exceptions: during fall and spring academic breaks) and the student employee must:

- Be enrolled in and actively attending classes on a full-time basis at a University System of Georgia institution during the employment period (to determine full-time student status as it applies to undergraduate, graduate, and professional students, contact the Registrar's Office or [view the Registrar's determination of enrollment status](#)) **and**
- Work no more than 20 hours per work week

Graduate students on assistantships and meeting the above criteria are included in the student employment type. Independent study classes do not qualify the employee to be classified as a student employee. Employees classified in the student employee type are not eligible for staff benefits, FICA, or Georgia Defined Contribution Plan (GDGP).

For the University to remain in compliance with IRS guidelines, hiring departments must change (via personnel report) the status of a student employee to a non-student classification (LBCLR, for example) under **any** of the following circumstances:

- During all breaks (including breaks between semesters) which exceed five weeks
- When the student employee's course load no longer qualifies him/her as a full-time student
- When the student employee exceeds 20 work hours per work week when classes are in session (except during fall and spring academic breaks)
- Any student employed at the University of Georgia will be paid as non-exempt employees as defined by the Fair Labor Standards Act. All such employment is stipulated to be subject to reevaluation without prior notice to the employee, including possible change of location and function.

From the Office of the Registrar (at <http://www.reg.uga.edu/enrollmentCertifications>), the number of credit hours required to be considered a **full-time student** are as follows:

	Undergraduate & Professional	Graduate Students
<i>Fall and Spring Semesters</i>	12 or more hours	9 or more hours
<i>Summer Semester</i>	6 or more hours	6 or more hours

* Audited courses do not count for purposes of computing full or half-time status.

* Independent Study course count towards full or part-time status only for the term in which the student registers for the course.