

June 17, 2009

MEMORANDUM

TO: President, Vice Presidents, Deans,  
Chairs, Directors

FROM: Rachelle Gottlieb  
Human Resources

SUBJECT: **Student Employment**

Current student employees will become inactive and will not receive a salary warrant after the pay period ending August 07, 2009, warrant date of August 14, 2009.

If the student is working during the Fall Semester and will be enrolled at least half-time and regularly attending classes at UNF, **process a Personnel Action Form (PAF) with the beginning and ending dates shown for the Fall Semester.**

If the student will be working during the **entire academic year** and will be currently enrolled at least half-time and regularly attending classes at UNF, **process a Personnel Action form (PAF) with the beginning and ending dates shown for the Academic Term.**

<b>Session Dates</b>	<b>PAF Beginning</b>	<b>&amp;</b>	<b>Ending Dates</b>
Fall Semester 08/24/2009 – 12/11/2009	08/22/2009		12/11/2009
Spring Semester 01/04/2010 – 04/30/2010	12/26/2009		04/30/2010
Academic Term 08/24/2009 – 04/30/2010	08/22/2009		04/30/2010

Student workers enrolled half-time will qualify for the FICA exception. Half-time student enrollment is defined as:

Undergraduates: Fall & Spring - Enrolled in 6 Semester Credit Hours each semester

Graduate: Fall & Spring - Enrolled in 4 Semester Credit Hours each semester

**Please attach a copy of the class schedule to the PAF.** Internet generated copies are acceptable as long as the student's name and N number are preprinted on the schedule.

If the student worker will be employed for the full academic term, also **submit the class schedule for the Spring Term by Friday, December 11, 2009.**

The Student FICA exception applies to services performed by an individual during school breaks of less than five weeks. If the student employee begins working prior to the fall term (working the break), they will remain in student status and their effective date would be August 8, 2009.

Student workers may work more than 20 hours per week, not to exceed 40 hours per week and retain their FICA exception.

College Work Students (includes both CWSP and IWSP) and International students are **limited to 20 hours per week** except during recognized break periods.

Please contact Joel Jones at extension 2740 or Thuan Phan at extension 2941 if you have questions.