

Graduate Student Employment

Why is this important?

Graduate student employment is very common at the beginning of the academic year. To be hired as a graduate student employee, a person must be enrolled in the K-State Graduate School and at least six semester credit hours at K-State.

Guidelines

- Social Security & Medicare Exemptions: Graduate student employees are exempt from Social Security and Medicare taxes.
- Maximum Tenths Time (FTE): A graduate student may be appointed to more than one graduate position at a time as long as the combination of the graduate appointments does not exceed .5 FTE.
- Compensation: Graduate Research Assistant and Graduate Teaching Assistant students are paid a biweekly rate rather than an hourly rate. However, they still follow KSU's minimum wage requirements.

To reappoint a GTA, GRA, or GA who is currently active or on short work break in HRIS, liaisons may simply update the "[Appointment End Date](#)" to continue the same appointment for the fall semester. If the FTE or pay rate is to change with the fall appointment, liaisons may also make those updates in addition to the Appointment End Date. Please see [FTE and Pay Rate Changes for Graduate Students](#) instructions that were included with our Short Work Break presentation earlier this year.

Checklist

For new hires, the documents requested to hire the graduate students are:

- Graduate Student Appointment Form (PER-41)
- [Background Check](#)
- Employment Eligibility Verification (Form I-9)
- K-4 and W-4 Tax Forms
- Substance Abuse Affirmation Form
- Intellectual Property Agreement
- Direct Deposit Form

For additional information regarding guidelines and checklist, please visit the Personnel Actions [page](#).

GRA/GTA/GA Student Employee Health Insurance

Eligibility for the GRA/GTA/GA insurance is determined at the beginning of each semester. Students must enroll in health insurance online-only, and they must apply for health insurance each semester if they are eligible for coverage. For more information on please visit the benefits [page](#).

The Human Capital Services team will be happy to work with you to address any questions.

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