

Student Enrollment Hours Chart

University of Kansas, Human Resources & Equal Opportunity Office and the Payroll Office

The charts below are for enrollment criteria for student positions. For social security exemption see the chart located at:

www.hreo.edu/files/documents/socialsec_exempt.pdf

Student *Summer Session* Enrollment Only

Student Hourly (0S9900) #	Summer Session Enrollment is not required.	
Graduate Teaching Assistants (0S1000)	Summer Session Enrollment is not required.	
Graduate Research Assistants (032000)	Summer Session Enrollment is required.	Generally, an enrollment of 3 credit hours is appropriate, minimum of 1 hour is required. (See policies * **)
See the Student Handbook for Eligibility to hold these positions		

Student *Fall/Spring* Enrollment Only

Student Hourly (0S9900) #	Enrollment in a minimum of 6 credit hours.	
Graduate Teaching Assistants (0S1000)	Enrollment in a minimum of 6 credit hours unless approved for 1 hr thesis/dissertation.*	
Graduate Research Assistants (032000)	Enrollment in a minimum of 6 credit hours unless approved for 1 hr thesis/dissertation for final master's semester.* **	
If just one of the exemptions are not met - FICA will be deducted		

* An approved Graduate Teaching Assistant/Graduate Research Assistant Certification of Eligibility to Enroll in Fewer than Six Hours is on file and the student is enrolled in at least 1 hour of eligible thesis/dissertation credit. Only Doctoral Students are eligible for this exception, please review policy for full details. Web links below for the policy and the certification form:

Policy: http://www.provost.ku.edu/policy/graduate/pdf/gta_gra_eligibility_requ4.pdf

Form: http://www.provost.ku.edu/policy/graduate/pdf/doctoral_certification_form_under_6hr_083104.pdf

** An approved Master's Level Graduate Research Assistant Certification of Eligibility to Enroll in Fewer than Six Hours is on file and the student is enrolled in at least 1 hour of eligible thesis/dissertation credit. Only Master's students in their final semester who will not be continuing in a doctoral program at KU are eligible. (See policy/form below for full details.)

http://www.provost.ku.edu/policy/graduate/pdf/masters_level_certification_form_under_6_hrs_081003.pdf

Student Hourly includes the Job Codes of 0S9900 and when prior HR approval is granted the usage of 0S3000 Student Assistant, 0S2300 Student Intern.