

## Undergraduate Assistant

- The undergraduate assistant title is used in those rare circumstances in which no qualified graduate student is available to perform what would normally be a project assistant or teaching assistant function. Use of the title must have the approval of the dean, and documentation must show that attempts have been made to locate qualified graduate students.
- Payments made to undergraduate assistants are fully taxable as wages, and taxes will be withheld from monthly paycheck.

### Undergraduate Assistant

Appointment Type: SA (Student Assistant)

EMPL Class: SA4

Title Code: Y51NN

Account Code:

1331 (A-basis)

1332 (C-basis)

Continuity: 02B—(termination date required)

End Appt Reason: 06—Fixed

Terminal

- HR approval
- No credit minimum.
- Must be registered the semester before or after the summer semester.
- Must be an undergraduate and must not have graduated.
- Use TA or PA rate, depending upon whether they are teaching or not.
- Insurance Eligibility-Yes
- I-9 Required—Yes
- Retirement—NA
- CBC Required—Yes
- Documentation required with JEMS hire:
  - None