

WMU Student Employee Work Hour Policy (updated 5/5/2014)

Enrolled Student Type	Minimum Credits to be Enrolled by Time of Year	Hours Allowed to Work Per Week (All Jobs Combined)	FICA EXEMPT*
Undergraduate Student	FALL/SPRING: Enrolled in at least 6 credit hours and hold no faculty or staff positions.	25	Y
	SUMMER I/II: Enrolled in at least 3 credit hours and hold no faculty or staff positions.	25	Y
International Undergraduate Student**	FALL/SPRING: Enrolled in at least 6 credit hours and hold no faculty or staff positions.	20 hours per federal law.	Y
	SUMMER I/II: Enrolled in at least 3 credit hours and hold no faculty or staff positions.	20 hours per federal law.	Y
Graduate Student	FALL/SPRING: Enrolled in at least 3 credit hours and hold no faculty or staff positions.	25	Y
	SUMMER I/II: Enrolled at least 2 credit hours and hold no faculty or staff positions.	25	Y
International** Graduate Student	FALL/SPRING: Enrolled in at least 6 credit hours and hold no faculty or staff positions.	20 hours per federal law.	Y
	SUMMER I/II: Enrolled at least 2 credit hours and hold no faculty or staff positions.	20 hours per federal law.	Y
Graduate Assistant***	FALL/SPRING: Enrolled in at least 6 credit hours and hold no faculty or staff positions.	20 hours per week. May work 5 additional hours in a student job.	Y
	SUMMER I/II: Enrolled at least 3 credit hours and hold no faculty or staff positions. Must be enrolled in 3 credit hours to perform assistantship.	20 hours per week. May work 5 additional hours in a student job.	Y
International** Graduate Assistant***	FALL/SPRING: Enrolled in at least 6 credit hours and hold no faculty or staff positions.	20 hours per federal law.	Y
	SUMMER I/II: Enrolled at least 3 credit hours and hold no faculty or staff positions. Must be enrolled in 3 credit hours to perform assistantship.	20 hours per federal law.	Y

*Enrolled student employees are FICA exempt, unless they hold a staff position. Then all earnings are taxed. FICA is the combined Social Security tax and the Medicare tax of 15.3%. Employees pay half, and employers pays the other half. <http://www.wmich.edu/payroll/payroll/mypay/fica.html>

**International Student requirements: <http://studyinthestates.dhs.gov/students/resources/working>

***Graduate College requirements <http://www.wmich.edu/grad/currentstudents/policies.html>

Non-Enrolled Students (including international students) may work 39 hours per week in summer I and II sessions if enrolled in the immediate past spring semester or eligible to enroll in the upcoming fall semester. If graduated, must be accepted in a WMU degree program in the upcoming fall semester. **FICA tax applies to all earnings; employing department and student will be responsible for these costs.**