

Graduate Student Job Codes

updated: 9/1/2026

Title	Job Code	Account Code	Union-Eligible	Submitted Via	Taxes Withheld	Statutory Fringe	Description
Fellowship/Scholarship							
Fellowship (Internally Funded)	100009	78060	No	GSA	No	No	Graduate student Fellowships processed through the Graduate Student Appointment interface (GSA).
Fellowship (Externally Funded)	108238	78050	Yes	GSA	No	No	
Fellowship (Non-GSA)	108814	78060	No	Posn/Appt Form	No	No	Fellowships not processed through GSA and not union eligible, including Medill, Pritzker, and undergrads.
Fellowship (MSTP MD)	108569	78060	No	Posn/Appt Form	No	No	Used for MSTP students in all MD years, including T32s and NRSA.
Notes: • For programs covered by the bargaining unit, External Fellowship must be used if <i>any portion</i> of the funding is external. • If a fellowship is internally-funded but has otherwise been deemed union-eligible, the Externally Funded job code must be used instead. • MSTP students in their PhD years must use the Externally Funded job code. • Fellowships, though not taxed initially, may be subject to withholding depending on the student's use of the funds. Foreign national fellowships may be taxed depending on the student's status and treaty.							
Assistantship							
Graduate Assistant TGS	100038	60078	No	GSA	Yes	Yes	Graduate student Assistantships in TGS programs processed through GSA.
Research Assistant TGS	100023	60076	Yes	GSA	Yes	Yes	
Teaching Assistant TGS	100010	60070	Yes	GSA	Yes	Yes	
Graduate Assistant Non-TGS	102829	60079	No	GSA	Yes	No	Graduate student Assistantships in school-sponsored programs processed through GSA.
Research Assistant Non-TGS	102830	60077	Yes	GSA	Yes	No	
Teaching Assistant Non-TGS	102831	60079	Yes	GSA	Yes	No	
Graduate Assistant Non-GSA	108815	60079	No	Posn/Appt Form	Yes	No	Graduate student Assistantships not processed through GSA and not union eligible, including Medill and Pritzker.
Research Assistant Non-GSA	108817	60077	No	Posn/Appt Form	Yes	No	
Teaching Assistant Non-GSA	108816	60079	No	Posn/Appt Form	Yes	No	
Teaching Assistant (Undergrad)	108760	60079	No	Posn/Appt Form	Yes	No	Undergraduate TA appointments.
Temporary (Hourly) Wages							
Temporary Grad Student (Union)	108349	60120	Yes	Temp Hire Form	Yes	No	Use if temporary work is union-eligible (e.g., teaching or research in a union-eligible unit/program).
Temporary Student	100029	60120	No	Temp Hire Form	Yes	No	Use for any non-union-eligible temporary work.
Notes: • If the nature of a student's temporary work changes their union status, it is important to change the Job Code in myHR (via Manage Temps) or request a new temporary appointment with the correct Job Code (via the Temp Hire Request form). • Department administrators are responsible for starting and terminating temporary appointments in a timely manner to remain compliant with any applicable bargaining agreement and employment law.							
Student Instructors							
Continung Studies Instr (S)	100058	60070	Yes	GSA	Yes	Yes	SPS graduate student instructors processed through GSA.
Instructor (S)	101325	60070	Yes	GSA	Yes	Yes	Non-SPS graduate student instructors processed through GSA.
Instructor Non-GSA (S)	108819	60070	No	Posn/Appt Form	Yes	Yes	Student Instructors not processed through GSA and not union eligible, including Medill, Pritzker, and undergrads.
Special Use Student Job Codes							
Assistant Chair	100143	60078	No	Posn/Appt Form	Yes	Yes	Student Assistant Chair in a residential college.
RISE Scholar	108624	60077	No	Posn/Appt Form	Yes	No	Feinberg OME MD students in the RISE research program.
Scholarship (Suppl)	106378	78050	No	Posn/Appt Form	No	No	Non-wages supplement only; student must also have a primary appt.

Notes:

- No job code or payment method other than the appointment types indicated above will provide union eligibility for a graduate student.
- Additional/Special Pay cannot be used for union-eligible pay; any student receiving additional pay for union-eligible work must be paid on a union-eligible appointment.
- Pay Group, Posn Type, or Posn Catgory cannot be used to identify union eligibility; these codes may be used for non-union or undergraduate work.
- Using a union-eligible job code automatically applies union dues to relevant earnings, provided the union has submitted the student's signed deduction card to HR.