



AmeriCorps Paid Participant Procedure

Procedure Statement

Participants in the AmeriCorps programs are not employees of Georgia State University (GSU) but may be paid a stipend (living allowance) for participating in the program. Paid participants will be set-up in GSU's HCM system as paid volunteers with all applicable FICA and taxes withheld in accordance with the terms and conditions for AmeriCorps State and National Grants. Stipends will be paid in regular increments (monthly). Change to this procedure will not be made without the express written consent from the AmeriCorps program.

GSU Procedures

Procedures

Paid participants will be set-up in OneUSG in the following manner:

- 09L pay group,
- Job Code 934XAB.
- Employee Type Salaried,
- Holiday Schedule None,
- FICA Status Subject,
- Pay Frequency Monthly,
- Monthly stipend amount will be included in Job Data Compensation Panel,
- "Exclude from Auto Enroll" should be checked on the Benefit Program Participation Panel.

Responsibilities

Responsible University Administrator: Vice President for Finance & Administration

Policy Owner: Payroll

Policy Contact: Sharreen Boone

Phone Number: 404-413-3372

Procedure Dates

Effective Date: 06/23/2022

Date Last Updated: 06/23/2022