This memo provides parameters and information to guide your unit in budgeting for your undergraduate student compensation for fiscal year 2018. The President is recommending these parameters to the Board of Regents as part of the overall University budget. The fiscal year 2018 budget recommendation will be considered for approval by the Board of Regents in June.

Please note, central HRMS does not implement this pay plan. Departments are responsible for entering all undergraduate student increases.

Student employees covered by these parameters include:

- Undergraduate student employees on all University of Minnesota campuses, including job classifications 2221 through 2226.

Student employees not covered by these parameters include:

- Graduate academic student employees in the 95xx job classifications. The pay increase parameters for these students are covered by a separate memo titled Fiscal Year 2018 Compensation Planning Instructions.
- Graduate students appointed to bargaining unit classifications. These students are considered bargaining unit employees.

**Salary Floor**

Effective June 12, 2017, the floor or minimum salary rate is $9.50 an hour. Every student employee must be paid at or above the floor.

**Annual Pay Increases**

There is no standard salary increase budget for student employees. Salary adjustments and/or lump sum increases may be granted at any time during fiscal year 2018 at the discretion of the unit.

**Promotional Increases**

Units that have established criteria for promotional increases for their undergraduate students may continue to follow these procedures.

**Overtime**

Students must be paid overtime, one and a half times their regular rate of pay, when student employees work more than 40 hours a week.
Working with Student Employees
Refer to this link for more information on working with student employees, including general hiring and management information: https://humanresources.umn.edu/recruiting-and-hiring/working-student-employees

Questions
If you have other questions, please refer to your administrative/academic unit’s HR professional or Office of Human Resources HR Consultant.