



University of Minnesota System-Wide Undergraduate Students 2018–19 Compensation Planning Instructions

This memo provides parameters and information to guide your unit in budgeting for your undergraduate student compensation for fiscal year 2019.

Please note, there is no central HRMS implementation of the following pay plan parameters. 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 2019 Compensation Planning Instructions.
- Graduate students appointed to bargaining unit classifications. These students are considered bargaining unit employees.

Salary Floor

Effective June 11, 2018, the floor or minimum salary rate is \$9.65 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 2019 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 a student employee works more than 40 hours a week.



Working with Student Employees

For more information, including general hiring and management information, refer to the OHR website's page Working With Student Employees:

<http://www1.umn.edu/ohr/toolkit/hiring/studentemployees/index.html>

Questions

If you have further questions, please contact your unit's HR professional or HR Consultant (<https://humanresources.umn.edu/employee-relations/hr-consultants>).