



University of Minnesota System-Wide Undergraduate Students 2019-20 Compensation Planning Instructions

This memo provides parameters and information to guide your unit in budgeting for your undergraduate student compensation for fiscal year 2020. 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 2020 Compensation Planning Instructions.”
- Graduate students appointed to bargaining unit classifications. These students are considered bargaining unit employees.

Salary Floor

Effective June 10, 2019, the floor or minimum salary rate is \$9.86 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 or lump sum increases may be granted at any time during fiscal year 2020 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

Student employees must be paid overtime—one and a half times their regular rate of pay—when they work more than 40 hours a week.

Working with Student Employees

For more information on student workers, including general hiring and management information, see OHR's web page [Hiring Student Workers](#).

Questions

If you have further questions, please refer to your unit's HR professional or [Office of Human Resources HR Consultant](#).