



University of Minnesota SystemWide Undergraduate Students 2021-22 Compensation Planning Instructions

This memo provides information to guide your unit in budgeting for your undergraduate student compensation for fiscal year 2022. The president is recommending these parameters to the Board of Regents as part of the overall University budget. The fiscal year 2022 budget recommendation will be considered for approval by the Board of Regents in June.

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

Student employees covered by these parameters:

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

Student employees *not* covered by these parameters:

- 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 2022 Compensation Planning Instructions.”
- Graduate students appointed to bargaining-unit classifications
 - These students are considered bargaining-unit employees.

Salary Floor

As of January 1, 2021, the floor or minimum salary rate is \$10.08 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 2022 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 the individual's regular rate of pay—when a student employee works more than 40 hours a week.

Working with Student Employees

For more information on working with student employees, including general hiring and management information, see the OHR web page [Hiring Student Workers](#).

Questions

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