

## **SUGGESTED STUDENT PAY RATES**

(At the discretion of the hiring department)

### **Effective for the Fall 2024 Semester**

- I. (\$8.75/hour) Elementary or nonactive assignment that requires little effort, such as attendant, monitor, etc.
- II. (\$9.00/hour) Nonskilled work, such as moving furniture or other materials, stacking books, or simple office work. Generally, tasks that require little or no skill, training, or experience.
- III. (\$9.25/hour) Moderately difficult work requiring some skill or experience. Examples include technical lab work, computer data entry, skillful typing, etc.
- IV. (\$9.50/hour) Difficult work requiring substantial technical knowledge or other skill. Examples include difficult lab tasks, computer programming, complex office procedures, or other demanding tasks.
- V. (\$9.51/hour and up) Assignments involving extraordinary tasks, skills, or conditions that deserve special attention.

Other: Students in the EXCEL research program receive an additional \$1.00/hour premium.

Please note that Federal Work Study students must be paid the federally mandated minimum hourly rate as outlined above and cannot be paid a flat rate of pay/stipend.

Federal regulations require us to be able to document an hourly wage rate.

The rate of pay is established at the time the position is offered and the student accepts the position. The hiring supervisor will provide the rate of pay to payroll to initiate the onboarding process (via [Student Payroll Notification](#) form).

Students who have not previously worked on campus and have not completed the employment paperwork should not begin working and cannot be paid until that is done. Students can access the required onboarding forms by visiting "[Are you a first-time employee?](#)" section of the student employment website. Returning students should visit the "[Have you worked on campus before?](#)" section to ensure personal information is up to date.

All timesheets will be kept using the College's electronic timesheet software. Students will be granted access to the job-specific timesheet once their paperwork has been received by student payroll. Students are responsible for recording time, and supervisors are expected to submit timesheet approvals in accordance with the payroll calendar. [Instructions](#) for web time entry are also available on the [student employment website](#).

If you have any questions regarding paying Federal Work Study students, or any other student payroll questions, please contact Darlene Yost (ext. 5135, [studentpayroll@lafayette.edu](mailto:studentpayroll@lafayette.edu)).