



Student Employee Classification Guidelines

The classification guidelines below are intended to assist you in choosing an appropriate pay rate for a student employment assignment, based on the position's attributes and required level of skill. The identified levels are not intended to serve as job titles. Departments are encouraged to create a meaningful job title for each unique student employment position. It is helpful to include the name of the hiring department in the job title.

"Student Assistant I"	\$14.00	\$16.00
Positions at this level are assigned a variety of duties under close supervision. Duties are generally repetitive, clerical and/or manual tasks. Positions involve unskilled or semi-skilled duties ranging from no prior experience and minimal training to some experience and minimal training and/or a basic skill set, e.g. word-processing, data entry, filing, record keeping, reception, food preparation, and cashing.		
"Student Assistant II"	\$16.00	\$18.00
Positions at this level are assigned a variety of skilled duties under supervision. Qualifications may include: some previous experience; intermediate to advanced knowledge of the academic field or the type of work; specialized skills such as database, advanced word-processing, or advanced laboratory assistant skills; language requirements; license/certification requirements. Positions at this level typically include responsibility for the performance of a sequence of interrelated tasks and some routine problem solving.		
"Student Assistant III"	\$18.00	\$23.50
Positions at this level are assigned a variety of complex duties under direction, ranging in complexity and scope and may require advanced to extensive experience including academic coursework and/or specialized skills and knowledge.		

Student Step Rate Table

Salaries may be assigned in two ways: as a step rate or at a manually specified fixed rate. Assigning step values allows Payroll to efficiently increase student wages across the board (without requiring a new EPAF) when there is a mandated minimum wage increase or other similar call for a global change in the rate of pay. To assign a step rate, key the step value into the "Step" field of the EPAF, leaving the "Regular Rate" field blank. To confirm the student's hourly rate, type the rate in the "Comments" section of the EPAF.

If you must pay your student employee at a rate not listed on this table OR if you do not wish an automatic equivalent increase in pay rate when the minimum wage is increased, enter "0" (zero) in the "Step" field and enter the hourly rate in the "Regular Rate" field. Unless paid minimum wage, employees paid from a grant should not be assigned a step (excluding Federal Work-Study). Please note that opting not to assign a step value means that a new EPAF will be required for any future changes to the student's pay rate. ALL employees paid an hourly rate equal to the minimum wage must be assigned to Step 1.

Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$14.00	15	\$17.50	29	\$21.00
2	\$14.25	16	\$17.75	30	\$21.25
3	\$14.50	17	\$18.00	31	\$21.50
4	\$14.75	18	\$18.25	32	\$21.75
5	\$15.00	19	\$18.50	33	\$22.00
6	\$15.25	20	\$18.75	34	\$22.25
7	\$15.50	21	\$19.00	35	\$22.50
8	\$15.75	22	\$19.25	36	\$22.75
9	\$16.00	23	\$19.50	37	\$23.00
10	\$16.25	24	\$19.75	38	\$23.25
11	\$16.50	25	\$20.00	39	\$23.50
12	\$16.75	26	\$20.25	40	\$23.75
13	\$17.00	27	\$19.75	41	\$23.25
14	\$17.25	28	\$20.00	42	\$23.50