



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Student Worker Pay Policies

WAGES

Students performing the same type of work with the same degree of competency should receive the same rate of pay. Pay differentials should exist only when a student gains job experience, when work is performed in an exceptional manner, or when the student assumes additional duties and responsibilities. Step increases in the student's salary may be granted at the discretion of the student's supervisor, but must be reported to the work-study office. The change in salary will go into effect once the work-study office has received something in writing stating the pay change. The supervisor may send e-mail to workstudy@selu.edu requesting the change.

Increases in rates of pay shall become **effective as of the first day of the pay period in which the increase is reported**. Student employees are not eligible for holiday pay or fringe benefits.

The Office of Financial Aid establishes minimum and maximum pay rates as necessary; however, departments may be granted the option to pay student workers over the maximum amount in specific situations. In those areas of higher responsibility or areas requiring specialized skills, budget unit heads can elect to pay student workers up to \$8.00 per hour. Departments electing to pay above the normal range must have internal policies in place to ensure consistency for higher rates of pay based on levels of responsibility and/or experience and skill levels of student employees. Availability of budget resources alone does not constitute sufficient justification for exceeding the normal pay rate.

Any budget unit head requesting to pay a student assistant more than \$8.00 per hour must submit a statement to accompany the work-study form that includes all of the following:

- Statement of justification for the higher rate of pay, which also includes the length of time the pay rate is to be in effect (i.e., semester, specified period of time due to a special project, throughout employment with department, etc.).
- Statement of affordability confirming that the budget unit can support the higher rate of pay.

- Documentation which supports the justification (i.e. student resume, job description, etc.).

Departments will be informed when changes occur.

MONITORING EARNINGS

The **department** has the responsibility of monitoring earnings to insure students do not exceed the award limit specified each session. The Office of Financial Aid will provide Departmental Listings each month to every department. The student should not be allowed to work once he has earned the sum of his work-study award. When a student reaches his/her award limit, the department is responsible for paying 100% of the student's wages.

Any change in the amount of the students work-study award after referral by the Work Study Employment Office will be communicated to the employing departments contact person by the Financial Aid Office.

During interims and after a student has reached the award limit, he/she may be transferred to departmental funding without the approval of the Financial Aid Office. But, the work-study office **must** be notified, so the change can be updated in the system.

INTERIM EARNINGS

Students should not be paid from Work-Study funds for hours before or after an academic session. An exception would be students who have not earned their total award could apply it to interim earnings. An exception to this rule could also occur if a department relies upon work-study student labor immediately prior to the start of the semester.

WORKING MORE THAN ONE WORK-STUDY JOB

A student may work more than one work-study job as long as he/she adheres to the following:

1. Both departments must pay the same rate of pay per hour.
2. The original supervisor must certify the time for both jobs.
3. Can not exceed a total of 25 hours per week
4. An individual may not hold concurrent employment as a student worker and as a Graduate Assistant, Resident Assistant, or as a full or part-time faculty or staff member.

EARNING LIMITATIONS

Federal Work-Study students who have earned their entire work-study allocation may be allowed to continue working as a state student worker. This will be at the discretion of the employing department.

To determine the hours a work-study student can work per week, so that they may work for the entire academic year using their work-study funding, the following calculation is used:

Award / # of weeks in hiring period = \$ per week the student can earn.

\$ Per week / \$ per hour (pay rate) = hours per week the student can work.

EXAMPLE:

Award \$1600

Weeks 30

Pay rate \$5.15

$\$1600 / 30 \text{ weeks} = \53.34 per week.

$\$53.34 \text{ per week} / \$5.15 \text{ per hour} = 10 \text{ hours per week.}$

This would allow the student to work 10 hours a week for the entire academic year without exhausting his/her work-study funding.

PAY CHECKS

Paychecks are direct deposited the Friday following the close of each bi-weekly pay period. Direct deposit is available for students through the Payroll Office. Time sheets should be kept at the job location and hours worked should be entered on a daily basis. Late or incorrect time sheets will result in a two-week delay in getting paid.

TAXES

Income from student wages are subject to federal and state income taxes and should be included with any other earnings the student or the student's spouse is reporting. Federal Work-Study earnings are exempt from FICA (Payroll) Taxes.

GARNISHMENT OF WAGES

A student's Federal Work-Study wages may be garnished only to pay any costs of attendance that the student owes the school or that will become due and payable during the period of the award. Schools must oppose any garnishment order they receive for any other type of debt; paying Federal Work Study funds in such cases would not be in compliance with the Federal Student Aid Programs requirement that funds used solely for educational purposes.