Effective 1/1/2018, Michigan Minimum Wage Increases to $9.25

How Does This Impact Student and Temporary Employees?

- The Student Pay Schedule has been updated
  - Visit Career and Student Employment Services web site at: wmic.edu/career/campus/payrates

- The Student Employee (SE) level 1, step 1 will reflect the new minimum wage ($9.25)
  - Students cannot be paid less than minimum wage

- ALL student non-SEQ pay rates will automatically be adjusted up to the new levels and pay
  - Departments do NOT need to submit a transaction form to change to the new rates

- All students in an SEQ rate falling into the new level SE3 rates ($10.25 - $10.65) will be automatically placed into the next highest step.
  - Example: If the current rate is $10.40, the new level is SE3, Step 2 at $10.45
  - On 12/07/17, new rates for your students can be viewed on the Data Management report. Remember to use an effective date of 1/1/18 to view the changes

- Temporary employees who fall below $9.25 will automatically be increased to $9.25
  - Temporary employees cannot be paid less than minimum wage

What if I want to make pay changes to the 1-1-18 rate?

- Pay changes to decrease pay should only be made if the duties are changing.
- HR will begin accepting Student Employee Online Transaction (SEOT) forms for changes to the 1/1/18 pay rate STARTING 12/07/17
- Due to the high volume of forms in December, forms with pay changes effective 1/1/18 (Y28) MUST BE received in HR no later than 12/18/17 for processing
- Forms with 1/1/18 pay increases received AFTER the 12/18/17 deadline may not see the pay changes until pay period Y30
  - NOTE: Pay changes cannot be retroactive; if the Y28 deadline is missed, the pay change becomes effective with the next payroll

QUESTIONS?

Student pay rate/levels:
CAREER & STUDENT EMPLOYMENT SERVICES
Web: www.wmich.edu/career/
Email: broncojobs@wmich.edu
Phone: 387-2745

Student online form processing:
HUMAN RESOURCES
Web: www.wmich.edu/hr/
Email: hr-hris@wmich.edu
Phone: 387-3620