How Does This Impact Student and Temporary Employees?

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

- The Student Employee (SE) level 1, step 1 will reflect the new minimum wage ($9.45)
  - 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 ($10.55 - $10.84) will be automatically placed into the next highest step.
  - Example: If the current rate is $10.50, the new level is SE3, Step 1 at $10.55
  - On 3/20/19, new rates for your students can be viewed on the Data Management report. Remember to use an effective date of 3/25/19 to view the changes

- Temporary employees who fall below $9.45 will automatically be increased to $9.45
  - Temporary employees cannot be paid less than minimum wage

What if I want to make pay changes to the March 25, 2019 rate?

- Pay changes to decrease pay should only be made if the duties are changing (per Career and Student Employment Services)

- Process a Student Employee Online Transaction (SEOT) form for changes to the 3/25/19 pay rate.

- Forms with pay changes effective 3/25/19 (Z40) MUST BE received in HR no later than 4/2/19 for processing

- Forms with 3/25/19 pay increases received AFTER the 4/2/19 deadline may not see the pay changes until pay period Z42. NOTE: Pay changes cannot be retroactive; pay changes after the Z40 deadline will be 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