STUDENT PAY RATE GUIDELINES

2020 – 2021 ACADEMIC YEAR

I. ($7.25/hr.) Elementary or non-active assignment that requires little effort, such as attendant or monitor, etc.

II. ($7.50/hr.) Non-skilled 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. ($7.70/hr.) Moderately difficult work requiring some skill or experience. Examples include technical lab work, computer data entry, skillful typing, etc.

IV. ($8.00/hr.) Difficult work requiring substantial technical knowledge or other skill. Examples include difficult lab tasks, computer programming, complex office procedures or some other demanding tasks.

V. ($8.20/hr. and up) Assignments involving extraordinary tasks, skills, or conditions that deserve special attention.

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 for onboarding the student. All timesheets will be kept using the College's electronic timesheet software. Students are responsible for recording time and supervisors are expected to submit timesheet approvals in accordance with the payroll calendar. If you have any questions regarding paying Federal Work Study students, or any other student payroll questions, please contact Darlene Yost (ext. 5135, yostl@lafayette.edu).

Below is the link to the forms to be completed by newly hired, student employees:

https://hr.lafayette.edu/employment/new-employees/