



## Compensation Planning Instructions **Undergraduate Students** Fiscal Year 2023

This memo provides parameters and information to guide your unit in budgeting for your undergraduate student compensation for fiscal year 2023. The President is recommending these parameters to the Board of Regents as part of the overall University budget. The fiscal year 2023 budget recommendation will be considered for approval by the Board of Regents in June.

Please note, central HRMS does not implement the following pay plans. Departments are responsible for entering all undergraduate student increases.

Student workers covered by these parameters are:

- Undergraduate student workers on all University of Minnesota campuses, including job classifications 2221 through 2226.

Student workers not covered by these parameters include:

- Graduate academic student workers in the 95xx job classifications. Pay increase parameters for these students are covered by a separate memo titled “Fiscal Year 2023 Compensation Planning Instructions.”
- Graduate students appointed to bargaining unit classifications. These students are considered bargaining unit employees.

### **Salary Floor**

As of January 1, 2022, the floor or minimum salary rate is now \$10.33 an hour. Every student employee must be paid at or above the floor.

### **Annual Pay Increases**

There is no standard salary increase budget for student employees. Salary adjustments and/or lump sum increases may be granted at any time during fiscal year 2023 at the discretion of the unit.

### **Promotional Increases**

Units that have established criteria for promotional increases for their undergraduate students may continue to follow these procedures.

### **Overtime**

Students must be paid overtime—one and a half times the person's regular rate of pay—when a student works more than 40 hours a week.

### **Working With Student Employees**

For more information on working with student, including general hiring and management information, see this OHR web page: <http://www1.umn.edu/ohr/toolkit/hiring/studentemployees/index.html>

### **Questions**

If you have further questions, please refer to your campus/college/unit's HR department.