

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 220</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Wage Administration for Student Employees Employed Under Sponsored Programs Administration	
<b>Revised Date:</b>	December 11, 1998	

## **Wage Administration for Student Employees Employed Under Sponsored Programs Administration**

### **I. PURPOSE**

To define the process used to administer the payment of wages to student assistants employed under Sponsored Programs Administration.

### **II. SCOPE**

This procedure applies to student assistants employed through contracts administered by Sponsored Programs Administration.

### **III. PROCEDURE AND RESPONSIBILITIES**

- A. Rates of Pay: Rates of pay for student assistants are determined by the contracting agency and therefore may not be comparable to University Enterprises, Inc. (UEI) internal rates of pay, or to other agencies' pay rates for similar positions.
- B. Pay Increases: Increases in pay rates are made at the discretion of the contracting agency and are not subject to UEI's salary review schedule.  
  
Pay increases are effective the first day of a pay period (first or sixteenth of the month).  
  
An agency may increase a student assistant's rate of pay, provided the contract provisions have been reviewed and a sufficient budget has been allotted to maintain the position(s) at the new rate.
- C. Authorization Form: In order to increase the pay rate, the agency must complete an authorization form provided by Human Resources. Contracting agencies must complete any change notices and submit them to Human Resources by the effective date to efficiently effect the necessary change(s). Requests received after the effective date may result in the action being processed in the next pay period.

### **IV. RELATED POLICIES**

Policy No. 015      Employee Status Change