Purdue University
Student Wage and
Position Classification Guide
January 2011

The Student Wage and Position Classification Guide is designed to assist supervisors with the policies and procedures for classifying, hiring and paying student employees.

A Purdue student employee is defined as a student enrolled/registered as a regular student at Purdue University whose primary intent is to attain an education. Non-Purdue students may be enrolled in a high school, vocational/technical school, or university. These categories of students may work part time during the academic year or up to full time during school vacations.

The maximum number of hours a student employee should work without jeopardizing their academic progress is unique to each student and should be determined by the student and academic advisor. Generally, students can work up to 20 hours per week when taking classes. If more hours are requested, then the student needs to get approval from her/his academic advisor.

All hourly paid student positions are temporary and thus not eligible to participate in the University staff benefits program.

Pay Ranges

There are four (4) pay ranges for each of the four student levels. Upon determining the appropriate pay level, departments should refer to the student pay scales for pay range minimum and maximum hourly rates. Student pay scales are reviewed annually and are available at the Human Resource Services Website at: http://www.purdue.edu/hr/Compensation/Pay_Scales.html

Classifying Biweekly Student Positions by Level

The guide found on the last page of this document page will assist departments in determining into which level to place their biweekly student positions. There is no requirement to maintain the form; it is provided for your assistance in selecting the appropriate level for the position.

There is a space to enter a brief position summary and a list of tasks and duties. Characteristics of each of the four levels are arranged in tabular form across the guide. You may copy the document as needed and use according to the instructions.

Employment Procedures

Departments seeking Purdue students for positions may list their vacancies with the Division of Financial Aid. The Financial Aid Office maintains a student employment bulletin board that lists available vacancies.

To initiate the process, departments should contact the Financial Aid Office-Student Employment at 494-5056. A position posting notice is derived from the department’s description of their position and posted for students review. Students seeking employment will contact the hiring supervisor directly to apply for vacancies.
**Student Payroll Procedures**

Procedures and forms for determining Work Study eligibility and pay differ. Departments should contact the College Work Study-Bursar Office, for more information.

To place a student on the payroll, the following documents will provide the necessary procedures and information:

http://www.purdue.edu/hr/xls/StudentHiringForm.xls

This is a non-required form that may assist departments in documenting student hires and gathering the necessary information to place students in the payroll system.

https://www2.itap.purdue.edu/bs/BPP/Processes/NewHireorRehireStudent.pdf

This is a procedures document that explains the steps necessary to hire students or rehire previously terminated students.

https://www2.itap.purdue.edu/bs/BPP/Processes/Add\'lApptStudent.pdf

This procedures document explains how to add an additional appointment if the student you wish to hire is already employed by another department(s).

http://www.purdue.edu/hr/xls/PAForm.xls

This is the Personnel Action Form required to place a student in the payroll system.

**Pay Guidelines**

The following student pay guidelines are established to assist departments with the fair and equitable pay determination for student employees. The Department of Human Resource Services recommends that departments periodically review their pay levels and rates of pay for all student employees to ensure internal equity.

**Hiring Rate** for new student employees should be the minimum of the designated pay level. If the employee has previous experience or related training, a higher starting rate can be paid. **However, the starting rate cannot exceed the pay level's maximum hiring rate without prior approval from Human Resource Services-Compensation or your Human Resource Service Team or regional campus Human Resources Office.**

**Merit Increases** for satisfactory job performance are encouraged and recommended but not to exceed the pay range maximums.

**Overtime** must be paid to student employees for all hours worked in excess of 40 hours per week in any one department or combination of departments.

- Work-study funds cannot be used to pay overtime.
- Supervisors may not permit hours worked to accumulate from pay period to pay period. All hours worked during the biweekly period must be reported for the biweekly period.
Supervisors employing students with split appointments must coordinate time reporting responsibilities and hourly pay rates with their departmental business office to ensure that overtime is appropriately charged and paid for all hours worked in excess of 40 hours per week.

Additional Information and Resources

For additional information concerning student employment policies and procedures, please contact the appropriate resource listed below:

**General procedural questions** concerning establishing, budgeting and paying student employees should be directed to your departmental business office, designated departmental representative or payroll clerk.

**Pay policy questions** and exceptions should be referred to Human Resource Services–Compensation & Classification, or your Human Resource Team or regional campus Human Resource Office.

**Work Study pay and student eligibility questions** should be directed to the Bursar Office - Federal Work Study Program at 494-5373.

**General employment questions** concerning the posting of student position vacancies, referral of applicants and other employment related questions should be referred to the Division of Financial Aid at 494-5056.

**Equal Employment Opportunity**

It is the policy of Purdue University to provide equal opportunity in all phases of employment. Student wage and position classification policies and procedures shall be administered without regard to race, religion, color, national origin, sex, age, handicap or veteran status. The following statement should appear on any employment advertisements recruiting student employees for the University: **Purdue University is an equal access/equal opportunity/affirmative action employer fully committed to achieving a diverse workforce.**
Instructions: Please enter a brief summary of the duties and responsibilities of your biweekly student position. Then proceed to the grid below and for each category (except "Level"), select (highlight, bold, etc) the most appropriate requirement. This will enable you to determine a final overall level for your position. You may find that some characteristics are located in different levels, and this is acceptable. Select the level which offers the best fit for the characteristics you have highlighted.

Position Summary:

<table>
<thead>
<tr>
<th>Level</th>
<th>Supervision Received</th>
<th>Education Required</th>
<th>Experience Required</th>
<th>Judgment</th>
<th>Analysis</th>
<th>Discretion (Decisions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Direct</td>
<td>Nothing specific</td>
<td>None to some limited experience required</td>
<td>None to some judgment</td>
<td>None to Auditing/verifying predetermined data, simple analysis</td>
<td>Few decisions</td>
</tr>
<tr>
<td>2</td>
<td>Direct to General</td>
<td>Some general college coursework</td>
<td>Some specialized skills may be required</td>
<td>Exercise some judgment</td>
<td>Analysis of facts to determine logical answers</td>
<td>Make general decisions on quality, tolerances, operations, set-up sequences, standardized procedures</td>
</tr>
<tr>
<td>3</td>
<td>General</td>
<td>Some specialized college coursework</td>
<td>Some specialized skills or experience/training</td>
<td>Use of initiative and judgment in solving problems</td>
<td>Evaluate factors, results, data or trends</td>
<td>Pass on information to others or instruct student employees with details of a particular job</td>
</tr>
<tr>
<td>4</td>
<td>General/Indirect</td>
<td>Specialized college coursework</td>
<td>Specialized skills, experience and/or training</td>
<td>Frequent exercise of initiative, judgment dealing with complex problems, may be in a specialty area</td>
<td>Research data and/or use specialized knowledge to determine alternatives or make recommendations</td>
<td>Assigns, reviews work, acts as group leader/functional supervisor of other students</td>
</tr>
</tbody>
</table>

LEVEL ASSIGNED