

MEMORANDUM

To: The University Community

From: Mr. Guilbert L. Brown
Interim Vice President for Finance and Administration

Date: October 4, 2019

Re: Student Employment Policy

The Student Employment Policy was updated and approved by Cabinet on September 9, 2019. The policy can be found at

<https://www.millersville.edu/about/administration/policies/pdf/administration/student-employment.pdf>.

In addition, Cabinet approved increases to the Student Pay Rate structure. The revised Pay structure by Student Job Description can be found at

<https://www.millersville.edu/hr/payroll/payrollforms/current-documents/student-job-descriptipns.pdf>

The new rates will be effective as of 08/17/19, the beginning of the semester. We will be implementing these increases with the next payroll, PPE 09/27/19, pay dated 10/11/19. The update will result in a "RETRO" payment being issued to any student who submitted hours for the pay periods (08/17/19 to 08/30/17) and (08/31/19 to 09/13/17).

Departments realizing Student Employment budgetary shortfalls resulting from changes to Student Pay Rate structure should contact Tammy Aument-Martin at x4091 and budget adjustments for the pay rate increases will be made to department budgets.