

HR Monthly Meeting

June 25, 2019

MISSOURI
S&T

AGENDA

- > Healthy Interactions
- > Minimum Wage Rate Increase
- > Student Pay Rates
- > Additional Pay eForms
- > Retroactive Adjustment vs Online Check request
- > Planned Pay group Change – ePAF Impact

Healthy Interactions

Minimum Wage Rate Increase

- > University decision made to increase hourly pay rates to meet minimum wage amount (\$8.60) effective pp 06/30/19
- > PeopleSoft HR to be updated systematically
- > No action required by departments

Student Pay Rates

- > Rates on HR website
(<https://hr.mst.edu/position-management/recruit/student-employee-recruitment/>)
- > Generally rates should not exceed the maximum of the range-if questions contact your HR Strategic Partner
- > Minimum to increase 06/30/19



Graduate Stipend 2018-2019

Wages are to be paid for services rendered on an hourly basis from salary and wage accounts.

Student Assistants	Minimum	Maximum
Level I- Work which requires a limited degree of training or skills.	\$7.85	\$8.50
Level II - Work which requires considerable proficiency in a specialized skill or specialized experience.	\$8.50	\$10.50
Level III - Work which requires a high degree of skills or specialized experience.	\$10.50	\$12.50
Level IV - Entry level work in professional areas where a bachelor's degree is required.	\$12.50	\$14.50
Level V - Advanced level work in a professional area requiring advanced capabilities or experience beyond a baccalaureate degree.	\$14.50	\$16.50



Additional Pay eForms

S&T HR Office Processes Additional Pay eForms

- > Summer Additional Pays
 - > Process 1 month per form
 - > Historically easier for changes
 - > No “change” eform for Additional Pay
 - > Corrections by email
 - > Division 1 / Dean’s office approval
 - > Cannot see effective date from approval screen
 - > Use dates work is performed
 - > Retro/off cycle payment needed for missed payments

Additional Pay eForms

S&T HR office Processes Additional Pay eForms

- > Other Additional Pays
 - > Typically use dates work performed
 - > If processing late, use date of current pay cycle
 - > No need for retro form/off cycle payment form
 - > List actual dates work performed in comments
- > Division 1 / Dean's office approval

Retroactive Adjustments (RA) vs Online Check requests

- > Retroactive Adjustment - used to process late pay on the next pay cycle
- > Online check (Off cycle pay) request – creates payment before next cycle
- > ePAF change should be on database before submitting
- > Do NOT attach form to ePAF

Email forms, Retroactive Adjustments
or
Online Check requests
to Payroll at
muhrsst@missouri.edu

Planned Pay group Change - ePAF Impact

- > BIT and MOT will no longer be used
- > Conversion on Friday, June 28th (2 pm)
- > Student/Temporary ePAFs must be executed before or will be withdrawn
- > Do not process any new hires from now until after July 1

Thank you for attending.

We appreciate all you do in
support of our campus!