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

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>Work which requires a limited degree of training or skills.</td>
<td>$7.85</td>
<td>$8.50</td>
</tr>
<tr>
<td>Level II</td>
<td>Work which requires considerable proficiency in a specialized skill or specialized experience.</td>
<td>$8.50</td>
<td>$10.50</td>
</tr>
<tr>
<td>Level III</td>
<td>Work which requires a high degree of skills or specialized experience.</td>
<td>$10.50</td>
<td>$12.50</td>
</tr>
<tr>
<td>Level IV</td>
<td>Entry level work in professional areas where a bachelor's degree is required.</td>
<td>$12.50</td>
<td>$14.50</td>
</tr>
<tr>
<td>Level V</td>
<td>Advanced level work in a professional area requiring advanced capabilities or experience beyond a baccalaureate degree.</td>
<td>$14.50</td>
<td>$16.50</td>
</tr>
</tbody>
</table>
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
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!