

## Determining Pay Rate & Method of Payment

As described in the [Student Employment Office \(SEO\) Job Classification Guide](#)

### Hourly Paid

Students who are working in a supervised job on a consistent basis and need to complete timesheets.

- Undergraduate Work-Study students must be paid on an hourly basis.
- Graduate workers in BU Graduate Workers Union (BUGWU) roles (teaching or research) that are working less than 20 hours per week must be hired as hourly employees.\*

Base Hourly Rate	Description
\$15.00	Entry-level position that involves routine or repetitious work. Little or no experience is required.
\$15.25	Responsibilities require basic knowledge of assigned tasks. Requirements include some previous work experience.
\$15.50	Responsibilities require proficiency in an area of specialized knowledge or skill. Requirements include previous work experience and ability to work with minimal supervision.
\$16.00	Responsibilities require a considerable degree of proficiency in an area of specialized knowledge or skill. Requirements include previous work experience, supervisory experience and/or advanced coursework, and the ability to work with minimal supervision.
\$16.50	Requirements may include advanced training, related work experience, supervisory experience and/or advanced coursework, and the ability to work with minimal supervision.

A higher rate may be determined as applicable within the department.

### Weekly Salaried

Students who are doing advanced work, where less supervision is required and tracking hours is not easily accomplished.

- NOT the same as a stipend. Allocation of stipend funds is conducted through Financial Aid.
- Graduate workers in BUGWU roles (teaching or research) working 20+ hours per week can be hired as salaried workers.\*
- The “Graduate Fellow” job type is reserved solely for weekly salaried PhD students in full-time, fully-funded service roles; cannot be hourly or One-Time.
- Fringe charges are assessed for graduate salaried roles only.

### One-Time Payment

Students who work on a one-time basis (i.e., a special project).

- Employment duration cannot exceed one week.
- Cannot exceed 20 hours.
- Cannot exceed \$500 payment.
- Should NOT be retro-dated, but set up in advance of work as with any other position.
- Cannot be paid with work-study funds.
- Should NOT be used by departments to compensate for multi-week missed payments.

Weekly salaried and one-time payment rates must keep in compliance with **minimum wage standards** — the pay rate divided by the number of hours worked may not be less than the minimum wage.

### Pay Rate Maintenance



Base pay rate is input when creating a job in JobX. Pay rate and method of payment are finalized when requesting a hire. If there is a need to change a student employee’s pay rate after they have already started working, Supervisors and Payroll Coordinators can make adjustments in MyBU Works. If the position has been terminated, changes to pay rate must be submitted to SEO.

\* Additional pay rate information for positions that are represented in BUGWU can be found here: <https://www.bu.edu/provost/students/enrollment-student-life/bugwu-information/>