


## Compensation Information - Student Rates of Pay

### Effective September 1, 2015

A student assistant is a person enrolled in an undergraduate or graduate degree program and employed by the University or by a faculty member in a role of academic support or in support of the student's academic program. The duties allocated to such student assistants may include work in classrooms and laboratories, fieldwork, marking and supervision of course assignments, assisting with research projects and other types of work related to their academic programs. Normally, such employment is on a part-time basis during the winter months and on a full-time basis during the summer months.

The minimum rate is intended for students with little experience. Increments are recommended to recognize each additional year of experience and/or education as determined by the employing department. Effective September 1, 2015, a broad range model was introduced allowing flexibility in pay rates, as long as the rate is within the given broad range (\$11.24 - \$15.15). If, in the opinion of the employing department or where special circumstances exist, a request for an exception beyond the maximum rate may be made to Human Resources. If such exceptions are agreed to, and result in higher rates being paid, departmental budgets must absorb the additional cost.

#### STUDENT ASSISTANT RATES (Effective September 1, 2015)

Student	Hourly Rate *	September 2015	Monthly Rate (Summer) * (Based on Full-Time 40 hours/week at step rates)
Undergraduate in 1st Year	\$11.24	\$11.24	\$1,948.27
Undergraduate in 2nd Year	\$11.71		\$2,029.73
Undergraduate in 3rd Year	\$13.04		\$2,260.27
Undergraduate in 4th Year	\$14.24		\$2,468.27
Undergraduate in 5th Year	\$15.15	\$15.15	\$2,626.00

\* Monthly rates are calculated as follows: Hourly Rate x 40 hrs per week x 52 weeks / 12 months

#### \*\*\* Graduate Students \*\*\*

The Saskatchewan Labour Relations Board has recently certified graduate student employees as a bargaining unit represented by the Public Service Alliance of Canada (PSAC). All registered graduate students employed by the University as teaching assistants, teaching fellows, student assistants and research assistants will be included in the bargaining unit. Until a collective agreement is negotiated, the current rate of \$18.51 will continue to apply.

## **MONTHLY STUDENT ASSISTANT RATES (Summer Employment)**

The monthly rates are intended for students who are generally hired on a full-time basis over the summer months.

- The monthly rates shown are based on a student assistant employed full-time at 40 hours per week (i.e. Monthly rate = hourly rate x hours/week x 52 weeks divided by 12 months).
- The 1st year rate is intended for students who have completed one year of university. Additional increments are recommended to recognize each additional year of education and/or experience that is deemed relevant, as determined by the employing department. For example, a student who has completed one year of university would receive \$1,948.27/month. Likewise, a student who has completed three years of university would typically receive \$2,260.27/month. However, a student who has completed three years of university who also has previous related work experience or education could receive \$2,468.27/month.
- In addition, all monthly students employed in the summer months are entitled to vacation pay at the rate of 3/52nds of total earnings, or time off in lieu of pay.

## **HOURLY STUDENT ASSISTANT RATES (Fall/ Winter Employment)**

The hourly rates are intended for students who are generally hired from September to April.

- The 1st year rate is intended for students who are in the first year of their university program. Additional increments are recommended to recognize each additional year of education and/or experience that is deemed relevant, as determined by the employing department. For example a student in their first year of university would receive \$11.24/hour. Likewise, a student in their fourth year of university would typically receive \$14.24/hour. However, a student in their fourth year of university who also has previous related work experience or education could receive \$15.15/hour.
- In addition, all hourly student employees are entitled to vacation pay at the rate of 3/52nds of total earnings as well as 3.8% statutory holiday pay.

## **Method of Payment for HOURLY Student Assistants (Both options below are typically paid on the hourly pay cycles):**

### **Option 1: Hours of work vary from week to week**

Actual hours of work must be reported each month.

- Payment for the first month of employment should be initiated through Electronic Job Submission in About-US (Manager Self-Service, Submit Hire/Transfer/Promotion).
- The deadline for submission is the last working day of the month (Payment is on the Hourly Payroll).
- Vacation pay (3/52's) and statutory holiday pay (3.8%) will automatically be calculated and paid to the employee each month.
- Hourly Time Reports (HTR) for casual employees will be generated and mailed to the department for time reporting in the next Pay cycle. An HTR will continue to be generated each month until the End Date indicated on the job submission. Where no End Date has been indicated, the HTR will be generated for up to three months after the last month worked, or you

may submit a Termination in the last month of casual hours (Manager Self-Service, Submit Job Change). Please note that some units are now able to submit casual hours online as Payroll rolls out online capability/training to replace paper HTRs.

### **Option 2: Fixed Standard Hours are set per week**

A monthly salary can be calculated for students whose hours of work are fixed per week (i.e. 7 hours every week), rather than requiring that the hours be submitted each month on the Hourly Time Report (see below).

- Payment should be initiated through Electronic Job Submission in About-US (Manager Self-Service, Submit Hire/Transfer/Promotion).
- The Starting Date should be a Monday and the End Date a Friday if you want the student to be paid for the full amount of standard hours specified for each week. For example, if you start the employee on a Wednesday, the employee would only get paid for 3/5 of the total weekly standard hours specified in that first week of hire.
- The deadline for submission is the last working day of the first month of employment.
- Generally, these employees will still be paid mid-month on the Hourly Payroll even though they are quoted a monthly salary for the casual hours they are working. (If they have additional monthly appointments (ie. scholarship), contact Operations at 966-2950 for the appropriate payroll).
- Since the student will be required to work the stated number of hours per week, each week, for the entire duration of the appointment period, vacation pay (3/52's) and statutory holiday pay (3.8%) will automatically be calculated and paid to the employee each month.
- In general, departments would be required during the regular session to complete at least one New Hire job submission per term. If you will not be paying the student during the Term 2 break, you will need to initiate two job submissions for Term 2. (i.e. 1st job submission with a start date of 01/04/2XXX, and an end date of 02/12/2XXX; the 2nd job submission with a start date of 02/22/2XXX, and an end date of 04/29/2XXX).

### **Fixed Standard Hours Payments (Effective September 1, 2015):**

To determine the monthly rate of pay for fixed standard hours, please use the following formula:

$$\text{Standard Hours} \times \text{Hourly Rate} \times 52 \text{ weeks} / 12 \text{ months} = \text{Monthly Rate}$$
$$3 \text{ hrs} * \$11.71 \times 52 / 12 = \$152.23$$

If you have any question regarding the appointment of student assistants or determining rates of pay, please contact Human Resources at [compensation\\_inquiries@usask.ca](mailto:compensation_inquiries@usask.ca).

If you have any questions regarding completing an Electronic Job Submission (EJS), please contact Operations at [about-us-operations@usask.ca](mailto:about-us-operations@usask.ca).