BEMIDJI STATE UNIVERSITY
SUMMER 2018 STUDENT EMPLOYMENT
REQUIREMENTS AND QUESTIONS & ANSWERS

1. All students will be employed through the Student Employment Office.

2. What is the summer 2018 wage scale?
   Students will be paid according to the Campus-Wide Wage Scale, which remains unchanged from the 2017-2018 academic year.

Hours worked	Wage Scale
001- 350	$9.65
351- 700	$9.80
701-1000	$10.10
1001 +	$10.50

3. Mandatory **weekdays** off for all summer student employees (May 7 – August 21):
   Eleven(11) days total, 2 holidays and 9 additional weekdays off (77 – 11= 66). Students are only allowed 66 working days during summer. It will be up to supervisors to monitor the number of days a student works. Keep in mind that any amount of time worked on a particular day (even less than an hour) must be counted as one day worked.

   Suggestions:
   1. Start summer student employees on May 16 instead of May 7; that only leaves 5 additional days that the student needs to take off before the start of fall semester.

   2. If a student wants to work all summer and does not want to take off the 7 days as a block of time, they could take off one day a week for 7 of the 15 summer weeks. That would allow them to receive fairly consistent paychecks throughout the summer

4. Can students work less than eight hours per day, or on weekends?
   Yes, students may work partial days and on weekends. However, total hours worked **cannot** exceed **8** hours per day, **40** hours per week, or **10** days per pay period.

5. Must a summer student employee attend BSU in the fall?
   To be eligible for summer employment, students need to be pre-registered for at least 6 credits for the following fall semester (and fully intend to enroll). An exception is made for students who are enrolled at BSU during the summer and will be completing a degree at BSU during the summer.

6. May a student work in more than one department?
   Yes, but separate time sheets must be used. A student may not work more than 8 hours per day, 40 hours per week, or more than 10 days per pay period between all departments.

7. What are the FICA requirements for summer employees?
   All student employees enrolled less than half-time will have FICA deducted. FICA of 7.65% will be charged to the student and to the M & E account. Funds for FICA have been set aside in advance for M & E funded employees. Departments with their own funds, contracts, and non-M & E student employment accounts will need to budget 7.65% of their own funds for FICA. Student employees

enrolled for 6 credits or more for the summer will not have FICA deducted unless they routinely work more than 30 hours per week.

8. Summer 2017 Employment Dates:
   The earliest start date for summer work is **May 7, 2018**. (Monday, May 29 is Memorial Day; Tuesday, July 4 is Independence Day.) The summer program ends **August 21, 2018**.

9. What should I budget for a full-time position?
   Between May 7 and August 21, 2017, a student may work no more than 66 days. At an average summer wage of $9.65 per hour, a full-time student employee working 40 hours per week will earn about $5,095.

10. Please send only one authorization for the full amount requested for the student worker. This authorization will be manually split equally between the two fiscal years during setup. If student will not be working past July 30, 2018 please note that on the authorization so staff knows not to split the authorization.

11. What happens if I do not spend my allocation or, if I overspend my allocation?
    Regular payroll funds remain at the campus if not spent. Unspent regular funds become part of the next academic year campus student help allocation and may not be retained by the department. Department work needs often change from year to year. If you anticipate an underutilization, please inform your vice president's office so a reallocation can be considered. An over expenditure will be assessed to your departmental budget.

12. Will the routing ID's stay the same for summer?
    Yes, your routing ID's will stay the same with the exception that the first character "R", will change to an "S". (example: R05600 will be S05600.)