

**NORTHWEST TECHNICAL COLLEGE
SUMMER 2023 STUDENT EMPLOYMENT REQUIREMENTS
AND QUESTIONS & ANSWERS**

1. All students will be employed through regular payroll. There is no Financial Aid available during summer employment.

2. Summer employment runs May 10th through August 15th.

Summer 2023 Employment Dates:

May 10th to June 30th for Fiscal Year 2023

July 1st to August 15th for Fiscal Year 2024

3. What is the summer 2023 wage scale?

Students will be paid according to the Campus-Wide Wage Scale:

<u>Hours worked</u>	<u>Wage Scale</u>
001-750	\$12.50
751-1000	\$13.00
1001+	\$13.50

4. Mandatory **weekdays** off for all summer student employees (May 10- August 15):

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.

5. 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.

6. Must a summer student employee attend NTC 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 NTC during the summer and will be completing a degree at NTC during the summer.

7. 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.

8. 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.

9. What should I budget for a full-time position?

Between May 10 and August 15, 2023, a student may work no more than 66 days. At an average summer wage of \$12.50 per hour, a full-time student employee working 40 hours per week will earn about \$6,600.

10. 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.

11. 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: R91218 will be S91218.)

12. What are the limits for hours, days?

The employment hours of student employees must follow the Federal and State labor agreement rules and laws. Students may not volunteer "extra hours" while employed in a department or be asked to put in more time than what they can be legally paid.

Max number of days per timesheet	10
Max hours worked in one day	8
Max hours worked in one week	20
Max hours reported per timesheet	40

Full time hours are **ONLY** permitted during summer or semester breaks. (8 hrs per day, 40 hrs per work week, 80 hrs per time sheet) **NOTE: Overtime is not permitted.**

If a student works an 8 hour day they should be recording their 1/2 hour unpaid break.