

OUE Salary Guide for Student Assistants

Pay Rates, Merit Increases, and Evaluations

Pay scales are determined in conjunction with Financial Aid and OHR policies. All Student Assistants generally start at \$8.00/hour.

Each SA will complete a self-reflection form at the end of the semester and submit it to Administrative Professional or supervisor. They will schedule a brief 30-minute meeting with the Administrative Professional. In this meeting they will talk about strengths and areas for improvement. Each SA will be eligible for a pay raise after two semesters of employment and positive feedback.

Student Employee Class	Starting Hourly Salary	After 1 Semester & Completion of CETL Course, Positive Evaluations, Eligible for increase to:	Merit Raise (Based on 2 semesters of employment & satisfactory evaluations)
Office Assistant	\$8.00	N/A	\$0.25
Tutor	\$8.00	\$8.50 /hr.	\$0.50
Program Assistant	\$8.00 to \$10.00	N/A	\$0.50
PLUS Leader	\$9.50	\$10.00 /hr.	\$0.50
Graphics/Web Design	\$10.00 to \$12.00	N/A	\$0.50
Statistics/Data Analysis	\$10.00 to \$12.00	N/A	\$0.50

Time Sheets

Time sheets are submitted to the unit's Administrative Professional every other week. The timesheets are kept in a central area as determined by the departmental unit. A list of dates and procedures for submitting timesheets is provided in the handbook. If you do not sign and turn in your timesheet by the biweekly deadline it is considered late and will not be processed with that pay period.

Federal Work Study students who do not turn in their timesheets by the biweekly deadline will not have their pay covered by Federal Work Study office.

Pay Dates / Pay Periods

All paychecks are direct deposited to your bank account on the Friday the week after your timesheet is due.