



Student Employment Office

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July 1, 2009

Dear Campus Community,

The federal government will increase the minimum wage rate to \$7.25 an hour effective July 24, 2009. At ECU, this adjustment is required to occur effective July 16, 2009. All Self-Help job records in Banner HR that are active on or after July 16th with an hourly rate below \$7.25 will be programmatically updated by HR/IT to increase the hourly rate to the new minimum. Departments **DO NOT** need to submit EPAFs to make this change.

If a department wants to increase the Self-Help job hourly rate to an amount greater than \$7.25 an hour, they must wait until after the mass update and make that change effective August 1, 2009. The EPAF to use for that change is CG0017 Self-Help Student Adjustment to Hourly Rate and or Funding. The CG0017 EPAF will be disabled from July 14 until August 5 to prevent disruption to the mass update but changes effective August 1 (or later) may be submitted again beginning August 5.

The Student Employment Office (SEO) would like to remind ECU departments of the hourly pay scale for student employees;

- Grade Level 1** - No experience - pay rate is \$8.00/hour
- Grade Level 2** - Some experience - pay rate is \$9.00/hour
- Grade Level 3** - Vast experience/skills - pay rate is \$10.00/hour
- Grade Level 4** - Graduate Student - pay rate is \$12.50/hour

This pay scale is mandatory for all Federal Work Study (FWS) positions. SEO recommends that all departments utilize this pay scale for Self-Help positions too. The actual wage determined for each Self-Help position is at the discretion of the hiring department as long as it is above minimum wage. Factors that may influence this decision include the department's budget, relevant education, training, and/or experience of the student. The Fair Labor Standards Act (FLSA) states hourly pay rates must be consistent for same/similar positions.

Centralized Job Postings - ECU departments need to submit all FWS and Self-Help job opportunities to SEO at www.ecu.edu/hireapirate/jobpostform.cfm. All jobs will be posted online for students to view and apply. Centralized job postings simplify the job search process, increase the number of applicants, and improve student retention. Please contact the Student Employment Office for any assistance.

Sincerely,

Larry Donley, Director