Memorandum

Date: March 19, 2012

To: Administrative & Academic Department Heads & Assistants
    Principal Investigators
    Recipients of CFCD Summer Awards

From: Laura Smiarowski

Subject: 2012 Summer Student Wage Rates and Hiring Procedure

Wage Rate Information

The summer 2012 wage rate ranges have been established. For Smith students and non-Smith student employees with no prior work experience with the department, the hourly wage rate will range from $8.50 to $9.25. This is a $0.25 increase over last summer. For summer student employees with prior work experience with the department, the hourly wage rates will be between $9.25 and $9.75. Wage rates should be set in increments of $0.25 (i.e. $8.50, $8.75, $9.00, $9.25, $9.50 and $9.75).

Department heads should also be aware of their total budget allotment. If a department head chooses to pay a wage rate higher than the rate on which the summer wage budget was determined, the total number of hours available may need to be reduced or additional funding may be required from a supervisor. Please note that all student wages paid during the summer period are subject to FICA and other employment taxes. An additional 10% of student wages will be charged to departmental budgets to cover these employer paid taxes.

The hourly wage rate for Smith students working with faculty on CFCD supported research projects has been set at $9.75. The CFCD award will include the allowance for FICA and other employment taxes.

The allocation for Smith students working on externally funded research projects or internships has been set at $3,900.00, based on $9.75/hr, 40-hours/wk, 10 week period.
Hiring Procedure

**New this year!** As part of the ongoing effort to go paperless in the payroll area, all casual and summer student employees will enter their hours worked electronically on BannerWeb. In addition, the hiring process will also change.

**Smith students who have graduated and non-current Smith student employees (dependents etc.)** will be hired as casual workers through Human Resources. Contact Serena Harris at sharris@smith.edu for information on this process.

All **current Smith students** will be **hired** through JobX for summer positions (same as academic year positions). Please note that **employing** students during the summer is a separate process from that of hiring students during the academic year. Thus, all current Smith student employees must be hired into new summer positions, even those that currently work in the same position during the academic semester.

All previously used **CW** index numbers used on the green paper time sheets will no longer be valid. You will now need an **SU** position number for each job you are advertising and hiring. Please email the Budget Office at budget@smith.edu with the following information in order to obtain an SU position number:

- Short description of the position
- Funding source-fund/grant number and/or organization number
- Approver’s name

For those with CFCD awards, contact Saari Koponen-Robotham in the Provost’s Office for a SU position number, skoponen@smith.edu.

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**Important**

Summer positions and wage rates begin on the day after the end of the academic year, which for the 2011-2012 year is May 12, 2012 and end on September 5, 2012. All students will use BannerWeb to electronically record worked hours.