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# San Francisco City Minimum Wage Increase effective January 1, 2011

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Mike Holmes <mdholmes@usfca.edu>  


Thu, Nov 18, 2010 at 9:23 AM

Dear Students and Colleagues,

Effective January 1, 2011 the San Francisco city minimum wage will increase from \$9.79 per hour to \$9.92. At USF, this change will impact student employees, some temporary staff and their respective supervisors.

*Employees:*

Any student currently assigned any step value (from 1 – 42) will see their hourly rate automatically increase \$0.13. All automatic rate increases will be effective December 21<sup>st</sup>, 2010. To review an updated step rate table detailing the new hourly rates corresponding to each step value, [please click here](#).

As a result of this hourly rate change, please note that **the Etimesheet for the SH pay period of 1/6/2011 to 1/20/2011 will not be available until Saturday, January 15, 2011**. Please record and submit Etimesheets by January 20<sup>th</sup>, 2011.

*Supervisors:*

By November 19, 2010 any approver of a student Etimesheet will receive an email listing of their student employees and their corresponding hourly rates. Each Etimesheet approver should review the hourly rates for their student employees.

For students whose hourly rate falls below the new minimum hourly rate of \$9.92 that have an assigned step value, the Payroll department will automatically increase these rates so that they are in compliance with the new minimum wage requirement. For any student assignments that are paid less than the new minimum wage and do *not* have an assigned step value (i.e. step "0"), an EPAF is *required*. This EPAF is to be submitted by the hiring department. Payroll will be contacting the supervisors of these students in order to remind them to submit an EPAF to increase these students' hourly rates.

Additionally, any student currently assigned any step value (from 1 – 42) will see their hourly rate automatically increase \$0.13. All automatic rate increases will be effective December 21<sup>st</sup>, 2010. To review an updated step rate table detailing the new hourly rates corresponding to each step value, [please click here](#).

Once the Payroll department has run the process to increase the student's hourly rate to the new hourly minimum of \$9.92, a verification of the hourly rate change will be sent to each Etimesheet approver by January 5, 2011.

*Questions:*

If you have any questions related to Etimesheets or the EPAF process, please contact Mike Holmes at x2430, or [mdholmes@usfca.edu](mailto:mdholmes@usfca.edu). For questions related to compensation, please contact Gregg Cannella at x6851, or [gfcannella@usfca.edu](mailto:gfcannella@usfca.edu).

Thank you.

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