



Student Step Rate Table

Assigning **Step** values to student assignments allows Payroll to efficiently increase student wages across the board (without requiring any EPAF action from the hiring department) when there is a government mandated minimum wage increase or other similar call for a global change in the rate of pay.

Please find your student employee's pay rate in the table below and determine the corresponding step value. Key this step value into the **Step** field of the EPAF, leaving the **Regular Rate** field blank. To confirm the student's hourly rate, type the rate in the **Comments** section of the EPAF.

Step	Hourly Rate
1	\$10.24
2	\$10.50
3	\$10.75
4	\$11.00
5	\$11.25
6	\$11.50
7	\$11.75
8	\$12.00
9	\$12.25
10	\$12.50
11	\$12.75
12	\$13.00
13	\$13.25
14	\$13.50
15	\$13.75
16	\$14.00
17	\$14.25
50	\$14.50
19	\$14.75
20	\$15.00
21	\$15.25

Step	Hourly Rate
22	\$15.50
23	\$15.75
24	\$16.00
25	\$16.25
26	\$16.50
27	\$16.75
28	\$17.00
29	\$17.25
30	\$17.50
31	\$17.75
32	\$18.00
33	\$18.25
34	\$18.50
35	\$18.75
36	\$19.00
37	\$19.25
38	\$19.50
39	\$19.75
40	\$20.00
41	\$20.25
42	\$20.50

For example, if your student employee is paid \$13.50/hour, then you would enter "14" in the **Step** field of his/her EPAF and note "hourly rate = \$13.50" in the **Comments** section. Or, if the student is paid \$18.50/hour, then you would enter "34" in the **Step** field of the EPAF and note "hourly rate = \$18.50" in the **Comments**, etc.

If you must pay your student employee at a rate not listed on this table **OR** if you do not wish for those student employees that are paid at a rate above the minimum wage to undergo an equivalent increase in pay rate when the minimum wage is increased, then please enter "0" (zero) in the **Step** field and enter the employee's hourly rate in the **Regular Rate** field. Unless paid minimum wage, employees paid from a grant should not be assigned a step (excluding Federal Work-Study).

****Please note, however, that opting not to assign your employee a **Step** value means that you will be required to submit an EPAF for any future changes to the student's pay rate. Also note that **ALL** employees paid an hourly rate equal to the minimum wage should be assigned to Step "1."**