



St. Thomas University

PAYROLL INFORMATION SHEET

The Purpose of this letter is to provide basic information related to your student employment with St. Thomas University. This letter is not an employment contract and does not impose any obligations on the University.

Date:

Student's Name:

Student Number:

Job Title:

Supervisor's Name:

Department:

Start Date:

End Date:

Hourly wage pay levels: **Please indicate level.**

- Level 1 – Minimum Wage Currently \$14.75/hour + Vacation Pay = \$15.34
- Level 2 – Minimum Wage plus \$1.00 per hour - \$15.75 + Vacation Pay = \$16.38
- Level 3 – Minimum Wage plus \$2.00 per hour - \$16.75 + Vacation Pay = \$17.42
- Level 4 – Minimum Wage plus \$3.00 per hour - \$17.75 + Vacation Pay = \$18.46
- Level 5 - Minimum Wage plus \$4.00 per hour - \$18.75 + Vacation Pay = \$19.50
- Other: Wage _____ 4% vacation pay included (Externally Funded Grants only)

Funding Source(s): Please indicate the budget number that will be paying the student's wages.

****wage and funding source must be included**

All student employees at St. Thomas University are required to maintain confidentiality as described in the following statement:

As a student employee of the University, you may acquire information about certain matters or details which are confidential to the University and which information is exclusive property of the University. As such, you shall undertake not to disclose the same to any other party, either during the term of the appointment except as may be necessary in the proper discharge of your student employment, or after your student employment, except with the written permission from the President.

Student's Signature

Supervisor's Signature

*If there is a wage discrepancy between the student time sheet and this form, the rate of pay that is indicated on this form will be used unless contact is made with the Payroll Office to indicate otherwise.

**Please review the Student Employment Policy for an update of Pay Rate Rubric Classifications, to see what pay range your hire should be paid at.