



Rachael Wein &lt;rwein@smith.edu&gt;

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## Fwd: Student Employment News for January 2020: Massachusetts Minimum Wage Increase and Interterm Employment

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Veeka Trofimova <vtrofimova@smith.edu>  
To: Rachael Wein <rwein@smith.edu>

Thu, Jan 30, 2020 at 9:34 AM

----- Forwarded message -----

From: **Payroll Controller's Office** <payroll@smith.edu>

Date: Thu, Dec 19, 2019 at 3:01 PM

Subject: Student Employment News for January 2020: Massachusetts Minimum Wage Increase and Interterm Employment

To: students-all <students-all@smith.edu>

Dear Student Staff and Managers,

We're writing to provide you with an update on the Massachusetts Minimum Wage increase and answer questions about student employment for Smith's Interterm.

### Massachusetts Minimum Wage Increase

#### Students:

- Minimum wage in Massachusetts will increase to \$12.75 an hour as of January 1, 2020. All student employees will receive a \$.75 increase effective 1/1/20. You do not need to do anything to receive the increase.

#### Managers:

- Minimum wage in Massachusetts will increase to \$12.75 an hour as of January 1, 2020. All student employees will receive a \$.75 increase effective 1/1/20. You do not need to do anything to ensure your students receive the increase.
- All open positions will be updated with the new rate as of 1/1/20. You do not need to do anything.
- All open requisitions will be updated to list the new rate as of 1/1/20. You do not need to do anything.

### Interterm Employment

#### Students:

- There is not a limit on the hours you may work during Interterm.
- Any wages earned from **on-campus** jobs between pay dates 1/10/20 and 2/7/20 date **are not** considered part of your work-study award; wages earned from **off-campus** work-study employers during these dates **are** still considered part of your work-study award.

#### Managers:

- Students who are currently hired in an academic year position can remain in that position during Interterm and Spring 2020. They do not need to be hired into a new position.
- New student employees who are hired for Interterm can be hired into any open academic year position.
- Students do not have a limit on the hours they may work during Interterm.
- Student academic year positions will not be ended by the student employment office until the last day of exams in Spring 2020.
- If you have a student that worked this fall and who will not be staying in the position or returning in Spring 2020, you will need to end their additional job before you can hire another student for the same position. You'll find step-by-step directions, called a job aid, showing how to do this on the Workday Help site, <https://workday.smith.edu/help> (requires Smith username and password), under Student Employment.
- As a reminder, you'll find step-by-step directions for hiring students on the Workday Help site, <https://workday.smith.edu/help>, under Student Employment.

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**Payroll Office**

p. 413-585-4607 or 413-585-4401

Hours: M-F 8:30-4:30

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