**Student Payroll**

With the start of the new academic year, I would like to remind you of federal state and university policies and your responsibilities if you hire a student on the Harvard temporary (weekly) payroll.

**Hourly Rates**: All students except TFs must be paid an hourly rate, not a flat total dollar amount. Hourly rates for the same type of job with the same level of experience must be paid at comparable rates across GSD, and a work-study student cannot be paid more than a non-work study student for the same type of job. Work-study students may be paid up to $12.50/hr (undergraduate) and $18.15/hr (graduate). Your budget is charged 30% of a work-study student’s pay.

Rates for academic year 2015-2016 are:

**Teaching Assistant (TA)** $15.00/hr for all students. A TA assists faculty in preparing course materials and provides logistical support or coordination as needed for coursework, course/AV set-up, room scheduling, transportation, etc.

**Teaching Fellow (TF)** TF, who are doctoral students, assist faculty in preparing course materials and in offering instruction. They are paid a pre-set salary on a monthly payroll. If you plan to hire a Teaching Fellow, please contact Jennifer Swartout in the Advanced Studies program office (swartout@gsd.harvard.edu).

**Research Assistant (RA)** $15.00/hr upward for graduate students. An RA conducts research on a specific research account and cannot be paid with funds from a course budget.

**Paperwork:** Students get their paperwork at the Academic Programs Business Office, 7 Sumner Road, Room 103. It must be signed by their supervisor, and submitted within 3 days of the start of work. For students with work-study, please be sure they have submitted their on-line work-study authorization request. If not submitted, we are required to charge 100% of a student’s pay to your budget until required paperwork is in.

**Timesheets:** Please be sure that students submit timesheets signed by you by the end of the week the work was performed. It is required by Mass. Law that individuals be paid within 6 days of the end of the pay period. Some students wait several weeks before submitting timesheets and would cause problems if audited and prevents us from keeping accurate records on your accounts and avoiding budget deficits.

**Maximum Number of Work Hours Per Week:**

20 hours/week in total, among all jobs combined at the University when classes are in session, 40 hours/week in total during breaks.

Students should not be incurring overtime pay – all hours over 40 are charged at 1.5 times their hourly pay.