**Office of the Executive Vice President and Provost**

**2019-2020 Wage Authorization for the Academic Areas**

This document provides guidelines for the employment of, as well as schedules for rates of pay for student wage employees, professional research staff, and faculty engaged in short-term and/or part-time work within the academic areas (the schools, the University Library, and the units reporting directly to the Office of the Executive Vice President and Provost). Individuals who prepare the wage actions for these academic employee types must do so in accordance with this authorization.

For technical information on entering these types of payments in the Workday system, please refer to the [Job Aids posted on the Human Resources’ website under Compensation>Period Activity Pay](https://workday.hr.virginia.edu/job-aids).

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A. STUDENT WAGE EMPLOYMENT

1. ELIGIBILITY FOR STUDENT WAGE EMPLOYMENT

Only students enrolled full-time (12 credits or more during a fall/spring semester and six credits during Summer Session or January Term) in a degree program at UVA are eligible to be student wage employees for the University of Virginia. Students in their last semester of enrollment prior to graduation who need fewer than 12 credits to graduate are eligible to work in a student wage capacity on an exception basis. Such exceptions must be documented and kept on file by the student’s school of enrollment.

1. MAXIMUM HOURS

Students may be employed for no more than 20 hours each week during any session in which they are enrolled. For students holding multiple assignments/positions at the University, this hour limit is inclusive of all hours worked across all assignments, even non-wage.

The dean of the school may give written approval for a student wage employee to work in excess of the 20-hour limit based upon the recommendation and assurance of the student’s major advisor that progression toward the degree will not be adversely affected. Exceptions may not be granted for international students.

Student wage employees who have worked a total of 1,500 hours since October 1, 2018, may not return to work as a wage employee again until October 1, 2019.

1. EMPLOYMENT OF INTERNATIONAL STUDENTS

International students must have the appropriate and valid visa status and work authorization to be employed while enrolled at the University of Virginia. Based on federal guidelines, international students’ employment must be performed on the school’s premises (including on-location commercial firms which provide contractually direct services for students on campus, such as the school bookstore or cafeteria). If the employment is at an off-Grounds location or for an off-Grounds employer, the employment must be approved in advance by the International Studies Office (ISO) and in most cases by the United States Citizenship and Immigration Service (USCIS).

International students’ employment, if on F-1 or J-1 status, must not exceed 20 hours a week while school is officially in session. No exemption from this policy can be granted.

An international student with appropriate work permission (either through visa status, or work authorization granted by the USCIS) may, however, work on Grounds full-time when school is not in session or during official university holidays. For additional information on federal regulations concerning international student employment, contact Richard Tanson (tanson@virginia.edu; 434-982-3017) at the International Studies Office, University of Virginia.

1. STUDENT WAGE WORKER JOB PROFILES

Student wage work covers a variety of tasks performed in support of academic programs and services, including paper and exam grading, assisting in a laboratory or library, etc.

Both undergraduate and graduate students should be paid on an hourly basis and complete timesheets for hours worked.

Graduate students performing work that is directly related to their training and degree attainment should be placed into positions classified as, and under the higher pay rate schedules for, graduate assistantship (for more information see item B. Graduate Student Assistantships).

Student wage employment does not qualify graduate students for tuition remission.

UVA has established a “Job Family” for student workers. Within this family, student wage workers are classified using several job profiles, depending on undergraduate vs. graduate student status, Federal Work Study (FWS) status, and whether or not the student worker may come into contact with a minor or a patient as a part of their regularly scheduled duties. Please refer to UVA HR’s [Guide to UVA Student Employment](https://virginia.box.com/s/lbx4ru0r1ftq0r12lfh0utukyjgkjzfz) or consult with an [HR Business Partner](https://hr.virginia.edu/business-partners) to determine which specific job profile to use.

1. HOURLY WAGE PAYMENTS FOR STUDENT WORKERS

In order to employ students using the student wage job profiles hourly rates must be entered into WorkDay. The minimum and maximum rates are as follows:

|  |  |  |
| --- | --- | --- |
| **Job Profile** | **Hourly Rate** | **Maximum Hours per Week** |
|  | **Minimum** | **Maximum** |
| Undergraduate Wage | $8.25 | $18.00 | 20 hrs. |
| Graduate Wage | $8.25 | $25.00 | 20 hrs. |

1. FEDERAL WORK STUDY PROGRAM (FWS)

These hourly wage rates may be superseded by the hourly rates required under the Federal Work Study program. Information about FWS is available on UVA’s Student Financial Services website at: [sfs.virginia.edu/internal/fwsadmin](http://sfs.virginia.edu/internal/fwsadmin)

1. SUMMER/J-TERM PAYMENT INSTRUCTIONS FOR STUDENT WORKERS

Individuals not enrolled in Summer Session or January Term may be paid through the student payroll during the summer or J-Term only if they were enrolled as full-time students at the University during the previous fall/spring semester and intend to enroll in the following fall/spring semester as full-time students with one exception: undergraduate and graduate students who graduate in the spring may continue to work in student wage assignments through the summer following graduation until the first day of the fall semester.

Those students who are not enrolled full-time (six credits) during Summer Session or J-Term may work in excess of the 20 hour per week limit during the summer. Students who work in excess of 40 hours per week, however, may qualify for overtime compensation (for more information, see “Overtime Compensation” below).

1. OVERTIME COMPENSATION

Student wage employees qualify for overtime compensation for all hours worked in excess of 40 hours per week (allowable only when classes are not in session). Overtime compensation is calculated at time and one half their regular rate of pay.

1. THE PAYROLL CALENDAR FOR STUDENTS

There are typically 26 bi-weekly pay periods in a calendar year. The academic year for student payroll purposes for 2019–20 is defined as the 20 biweekly pay periods extending from August 19, 2019 to May 24, 2020. IRS guidelines enable students who are enrolled for at least half-time (6-credits or more) to be exempt from payment of FICA when classes are in session and during any break in classes of less than five weeks, such as winter break. Students who work during summer term and are not enrolled at least half-time in summer courses or research hours must pay FICA. Students who fail to meet the half-time or greater enrollment threshold due to delays in their enrollment at the beginning of a term will also be charged FICA. Once withdrawn, FICA cannot be refunded. In 2019-2020, classes are in session for only 19 of the 20 student bi-weekly pay periods.

B. GRADUATE STUDENT ASSISTANTSHIPS

Graduate student assistantships include Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA). For more information regarding assistantships, including the procedures for paying wages associated with an assistantship, see the policy, “[Graduate Assistantships](http://uvapolicy.virginia.edu/policy/PROV-001).”

Please note that the amounts in the chart below are academic year (9-month) with an assumed 50% effort (i.e. 20 hours per week, the maximum allowable). This is paid as “period activity pay” in Workday.

|  |  |
| --- | --- |
| **Job Profile** | **Academic Year Compensation (9-month)** |
| **Minimum** | **Maximum** |
| ACD\_101504 - Graduate Research Student A | $12,000 | $21,300 |
| ACD\_101505 - Graduate Research Student B | $12,000 | $28,500 |
| ACD\_101506 - Graduate Instructor A | $12,000 | $21,300 |
| ACD\_101507 - Graduate Instructor B | $12,000 | $28,500 |

Graduate students appointed to a graduate assistantship for 12-months may earn an additional 1/3 of their 9-month compensation in the summer. Graduate students appointed to a graduate assistantship for 9-months may take on wage assignments during the summer.

C. FACULTY WAGE ASSIGNMENTS

1. FACULTY OVERLOAD PAYMENTS

Overload wage assignments for full-time salaried faculty members are subject to policy [HRM-045, Faculty External Consulting and Internal Overload](https://uvapolicy.virginia.edu/policy/HRM-045).

Before an overload wage assignment begins, departments are required to complete the Faculty Internal Overload Authorization Form, obtain the required approvals, and enter the overload action in Workday with the completed form attached. Overload actions entered into Workday without the appropriate documentation will not be processed.

1. SUMMER WAGE PAYMENTS TO 9-MONTH FACULTY

Summer wage payments may be made to faculty on 9-month appointments who are employed to teach in Summer Session and/or conduct research during the summer. Compensation is based on previous academic year salary. Total pay from all sources for the summer period may not exceed 3/9ths of the faculty member’s salary during the prior academic year. Note that faculty members may not earn overload compensation for teaching in Summer Session.

Salaried faculty members who are paid using a wage assignment are not eligible for retirement contributions in association with that assignment.

Nine-month faculty members who have secured funding for one or more summer months for two or more consecutive years in a row may be converted to a 10-, 11- or 12-month salary bases, as appropriate. Once converted, retirement contributions will be made on the additional salary in accordance with the individual faculty member’s terms of employment.

D. PROFESSIONAL RESEARCH STAFF

Professional research staff working for a limited period not to exceed six months should be paid using job profile ACD\_101723 – Research Associate – Non 12 Month, ACD\_100161 Research Scientist, ACD\_101090 – Senior Scientist, and ACD\_100621 Principal Scientists. Refer to the policy on the [Employment of Professional Research Staff](https://uvapolicy.virginia.edu/policy/HRM-033) for additional information.

1. GOAL PAYMENTS

The following goal payment amounts are based on an annualized full time (1.0 FTE, 40 hours per week) rate.

|  |  |
| --- | --- |
| **Job Profile** | **Annualized Base Compensation** |
| **Minimum** | **Maximum** |
| ACD\_101723 – Research Associate – Non 12 Month | $47,476 | $77,600 |
| ACD\_100161 Research Scientist | $47,476 | $115,100 |
| ACD\_101090 – Senior Scientist | $57,400 | $142,900 |
| ACD\_100621 Principal Scientist | $88,200 | $219,200 |

1. HOURLY WAGE PAYMENTS FOR RESEARCH ASSOCIATES

Research associates who are hired for a period of three months or less may be compensated on an hourly basis using job profile ACD\_101723 – Research Associate – Non 12 Month. If the wage position will continue for more than three days, the hiring unit must post and search the position through Workday.

|  |  |
| --- | --- |
| **Job Profile** | **Hourly Rate (Maximum 40 hrs/wk)** |
| **Minimum** | **Maximum** |
| ACD\_101723 – Research Associate – Non 12 Month | $22.83 | $37.31 |

Research associates paid on an hourly basis must complete a time sheet, and they qualify for overtime compensation for all hours worked in excess of 40 hours per week. Overtime compensation is calculated at time and one half.

RELATED LINKS

Graduate Assistantships Policy ([PROV-001](http://uvapolicy.virginia.edu/policy/PROV-001))

Employment of Professional Research Staff ([HRM-033](http://uvapolicy.virginia.edu/policy/HRM-033))

Faculty Wage Employment ([PROV-026](http://uvapolicy.virginia.edu/policy/PROV-026))

Faculty External Consulting and Internal Overload ([HRM-045](http://uvapolicy.virginia.edu/policy/HRM-045))

Professional Research Staff ([HRM-033](https://uvapolicy.virginia.edu/policy/HRM-033))

Student Enrollment ([PROV-011](http://uvapolicy.virginia.edu/policy/PROV-011))

Student FICA Tax Exemption Policy ([HRM-008](http://uvapolicy.virginia.edu/policy/HRM-008))

UVA HR [Guide to UVA Student Employment](https://virginia.box.com/s/lbx4ru0r1ftq0r12lfh0utukyjgkjzfz)