

Policy and Process for Student Workers at SP2 (effective July 1, 2023)

SP2 is seeking to create standards of equity in our practices for hiring students that leverages the value of education, diversity of faculty and program needs throughout the school, and pays a competitive rate to our students.

Student workers are current, full-time students at Penn who are paid weekly paid for services performed at the request of their supervisor and/or faculty member. It should be recognized that these are part-time, temporary positions created to support our students financially while also supporting faculty in their research or academic departments in their programmatic needs on a part-time basis not more than 20 hours per week while classes are in session.

Supervisors of student workers can be faculty or staff at Penn who have budget authority to approve time sheets submitted by student workers. Supervisors should be certain that funding is available to cover student worker payments, including part-time benefits (currently charged at 9.0% above the salary payment).

Newly appointed students, beginning July 1, 2023, should reflect hourly wages in their appointment at Penn, as follows:

Current undergraduate students may earn between \$16 and \$18 per hour (plus benefits) based on technical and specialized work necessary for a preponderance of the work to be done.

Current Master's level students may earn between \$18 and \$20 per hour (plus benefits) based on technical and specialized work necessary for a preponderance of the work to be done.

Current doctoral students may earn between \$20 and \$22 per hour (plus benefits) based on technical and specialized work necessary for a preponderance of the work to be done.

Students already appointed to a position at SP2 at a higher rate may continue at that higher rate through their end date of the current position. If your student was appointed at a lower rate than shown above, you may elect to contact Sherie Brown at sherien@upenn.edu to have the hourly rate increased.

Research Assistants

Students may be monthly paid Research Assistants, but supervisor should estimate monthly hours to include on the appointment letters and hourly rate must conform to salary guidelines above for student workers (for example, someone estimated to work 15 hours per week over two months (8 weeks) as a research assistant would receive a monthly stipend of \$1,080 (15 hours X \$18 per hours X 4-week month).

Hiring Students After Graduation

Once a student graduates from Penn, they are no longer considered a student worker and should be changed to a temporary extra person. Please note the temporary extra persons are limited to 999 hours of work in any fiscal year. Please contact Sherie Brown at sherien@upenn.edu to have the student changed from a student worker to a temporary extra person in Workday.

Summer PhD student Payments

We will be reviewing PhD student appointments for summer work to establish a new policy for them beginning in Summer 2024.

How to Request a Student Worker

Please visit this [link](#) to complete the form and submit a request for a student worker or research assistant at SP2. Once Finance and Administration receives the form, the student will receive instructions on what is needed to fully onboard them onto Workday within 3 business days.

If you have any questions, please contact SP2finance@sp2.upenn.edu