

# WAGE ADJUSTMENTS

- Supervisor runs CORE report (HRS0068)
  - Used for one or many students
- Due to AABC by 10<sup>th</sup> of month
  - Effective – 1<sup>st</sup> of next month
  - **This process does not support retroactive adjustments**
- July 1, 2017 – Minimum wage increases
  - Banner will automatically increase those below the new min.
- Send to  
[AABC.StudentEmployment@oregonstate.edu](mailto:AABC.StudentEmployment@oregonstate.edu)

# WAGE ADJUSTMENT WORKSHEET

CORE Test Student Employee XA Wage Adjustment Worksheet												
Supervisor: Supervisor Name appears here											As of: 12/30/2016	
ID	NAME	Position	Job Suffix	Job Title	Timesheet Org	Last Paid Date	Hourly Rate	New Rate	Effective Date	Business Center Use Only		
										Future Job Records?	Pay Range Low	Pay Range High
93xxxxxxx	Student 1	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	15.00			Y	9.90	15.45
93xxxxxxx	Student 2	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	6/30/2016	9.90	10.25	1/1/2017	Y	9.90	15.45
93xxxxxxx	Student 3	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	10.00			Y	9.90	16.00
93xxxxxxx	Student 4	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	9.75	10.5	1/1/2017	Y	9.90	15.45
93xxxxxxx	Student 5	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	9/30/2016	9.90			Y	9.90	15.45
93xxxxxxx	Student 6	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	11/30/2016	11.50			Y	9.90	15.45
93xxxxxxx	Student 7	C51xxx	00	AABC Accounting Asst	394220 QBC - Aux & Activities Business Ctr	6/30/2016	9.75	10	1/1/2017	Y	9.90	15.45

Fill in these columns to adjust  
a student's rate of pay.  
Then email the worksheet to:  
[AABC.StudentEmployment@oregonstate.edu](mailto:AABC.StudentEmployment@oregonstate.edu)