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# SOUTHEASTERN

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## L O U I S I A N A U N I V E R S I T Y

### **Salary/Pay Administration**

This policy applies to Resident Assistants only.

#### **Pay Procedures**

Resident assistants receiving stipends are paid on a monthly basis. The director is responsible for monitoring the hours worked for budget purposes. Resident assistants should never work more than 40 hours per week.

All required deductions, such as federal and state taxes, will be deducted from paychecks based on the completed W-4 and L-4.

Employees should review paychecks for errors. Immediately report any error to your timekeeper who will report it to the Payroll Department

#### **Salary Schedule**

Remuneration may be adjusted at the beginning of following semesters. Prospective employees will be advised of the current rate before they accept a position. The four types of Resident Assistants are listed below with their payment in kind.

Residence Hall Director:	PIK = Room + Meals + Stipend
Resident Assistant 2:	PIK = Room + Meals + Stipend
Resident Assistant 1:	PIK = Room + Meals + Stipend
Resident Assistant:	PIK = Room + Meals + Stipend

#### **Discretionary Authority for Budget Units**

1. Budget units may not reduce the salaries for resident assistants below the minimum rate allowed in order to increase their allotment of positions.
2. Budget units may reduce or eliminate the number of resident assistant positions allocated to them for the summer to use the funds saved to increase assistantship salaries for the fall and/or spring, or vice versa.