

## GUIDELINES FOR EMPLOYING STUDENTS: AY25/26

Please see below for information for employing students. Please note the important distinctions between biweekly-paid students and monthly-paid (graduate) students, work study and non-work study, and compensatory and non-compensatory.

### **General guidelines:**

- Approved rate ranges for hourly-paid student employees for FY 2025/26:

<b><u>EFFECTIVE 07/01/25 (FY 2025/26)</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
Student Assistants-General	\$16.50	\$21.00
Student Assistants-Advanced/Specialized	\$17.50	\$24.00
- Student employees are **required** to setup direct deposit.
- No students are allowed to work outside of the U.S. whether a U.S. citizen, Green Card holder, visa holder or not.
- Foreign nationals who are physically located in the U.S. can work, but their visa status must allow for this work.

### **Compensatory Payroll (A payment to Duke students where work is performed.)**

- All nonexempt (hourly-paid) student employees, both undergraduate and graduate, must reside and work in North Carolina (both non-work study and eligible for work study)
  - Hired and paid on the Duke payroll following standard procedures.
- All exempt (monthly-paid) student employees, primarily graduate students, (both non-work study and eligible for work study) must reside and work in NC or in one of the approved states/district (Arizona, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Illinois, Indiana, Maine, Maryland, Massachusetts, Michigan, Montana, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, Washington (state), and Washington D.C. )

### **Non-Compensatory Payment System (A payment made to Duke students or post-doctoral scholars who are receiving payments for scholarships, fellowships, educational enrichment opportunities, or post-doctoral study for which there is no work requirement and Duke receives no benefit from the activities performed.)**

- Payments may be made without regard to location of the student, even if they are abroad, **AS LONG AS** there is still no service requirement.
- Student payments in the form of live checks will be mailed to the U.S./Home address entered into the system. No checks will be mailed outside of the U.S.
- Please work with your students to get them to submit the direct deposit form required for non-comp payments. As a reminder, direct deposit is available for financial institutions in the continental U.S. only.

### **PLEASE NOTE:**

It is crucial that we keep the distinction between comp and non-comp payments clear. Any effort to divert payments that should be comp to non-comp channels jeopardizes our non-comp program and has critical tax implications for both Duke and the individual.

We appreciate your assistance with this process. If you have additional questions regarding eligibility for work outside of North Carolina, please engage your management center representative. Questions related to work study should be directed to [StudentEmployment@duke.edu](mailto:StudentEmployment@duke.edu).