

Dear Employer,

Effective January 1, 2024 the State of Ohio Minimum Wage will increase from \$10.10 to \$10.45. The increase will go into effect with the December 24, 2023 – January 6, 2024 pay period, and will be reflected in the student's January 19, 2024 paycheck. **PLEASE NOTE: Students whose BASE RATE is below \$10.45 will receive an automatic increase.**

Next Steps:

1. Contact Student Employment Services to request a **Salary and Wage Report** for your respective area(s), **please include your department number(s)**. This report will list all current student employees along with base rates, merit and/or longevity amounts, in addition to the funding source (*see attached example*). Use this report to help you prepare for the minimum wage increase.
2. As you review your **Salary & Wage Report**: Terminate any inactive student employees appearing on the report via Manager's Dashboard in your MyBGSU Portal **using today's date**.
3. Print a list of your **Approved Job Descriptions** from the [Job Posting Web App](#)
 - Update any desired **BASE RATE** change(s) by drawing a line through the old rate and writing the new rate next to the old rate.
 - Remember, **ALL** job descriptions with base rates that are \$10.10 will automatically be updated to \$10.45.
 - Submit a [Hourly/Group Change Form](#) to change the BASE RATE for any students currently in that job.
 - Draw a line through any job titles no longer used to employ students, SES will archive those positions.
4. Email the updated list of "**Approved**" Job Descriptions with changes to tfox@bgsu.edu by **December 9, 2023**.
5. If you have questions, please call or email us.