



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

The Foundation Student Assistant pay range and hiring procedures have changed?

- In an effort to be comparable to the campus pay range for Student Assistants, the Foundation has modified the pay range allowable for student employment. The new range is \$8.00 - \$17.26 per hour.
- All projects should submit a yearly salary schedule for their Student Assistants to the Human Resources Department for review. Once approved, the salary schedule will allow for a more streamlined processing of these PTR's (Personal Transaction Reports).
- Additionally, any student PTR's submitted with a pay rate request over \$13.00 per hour must include a detailed job description and a separate justification letter that sufficiently demonstrates the need for a greater salary. Please note that this request is subject to final approval.
- Please contact the Foundation Human Resources Office if you require additional information.

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!

