Dear Employer,

Effective January 1, 2025, the State of Ohio Minimum Wage will increase from $10.45 to $10.70. The increase will go into effect with the December 22, 2024 – January 4, 2025, pay period, and will be reflected in the student’s January 17, 2025 paycheck. **PLEASE NOTE: Students whose BASE RATE is below $10.70 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.

1. 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**.

1. Print a list of your **Approved Job Descriptions** from the[**Job Posting Web App**](https://www.bgsu.edu/student-employment-services/bgsu-employers/JobPostingWebapp.html)

* 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 $10.45 will automatically be updated to $10.70.
* Submit a [**Hourly or Group Change Form**](https://www.bgsu.edu/student-employment-services/bgsu-employers/student-employment-forms1.html) to adjust 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.

1. Email the updated list of **“Approved”** Job Descriptions with changes to [**tfox@bgsu.edu**](mailto:stuemp@bgsu.edu)by **December 7, 2024**.

1. If you have questions, please call 419-372-2865 or email us at [stuemp@bgsu.edu](mailto:stuemp@bgsu.edu)