

Carleton

To: Campus Budget Managers
From: Jane Rizzo, Director of Budgeting and Financial Analysis
Date: February 12, 2021
Subject: Student Employment Budget Requests for FY 2022

Dear Budget Managers:

I am writing to ask for your input regarding your department student employment budget for fiscal year 2022 (July 1, 2021 – June 30, 2022). It is important for me to have an understanding of each department's requests so that I can most efficiently distribute student employment budgets.

As you plan for your 2021-22 student employment budget, please consider the following:

- Student wage rate is increasing to \$11.50 per hour, starting on June 8, 2021 (first day of summer break).
- Please review your current budget and actual student employment utilization via [the Hub](#).
- **Please discuss your student employment needs with your Student Supervisors and Department Chair.**
- If you do not anticipate any changes in your student employment needs, you do not need to do anything. Department HOURS budgeted for student employment will remain the same as the current fiscal year unless budget managers request a change in HOURS. (with no change, FY2022 budgets = FY2021 hours * \$11.50/hour)
- If you do anticipate needing more (or less) student work hours, please use this link to send me requested changes: <https://www.carleton.edu/budget-office/student-employment/request/> **by 5:00pm on Friday, March 5.**
- I will also be reviewing utilization of current and prior year budgets during this process and may suggest changes to ensure prudent allocation of our budget.

At the conclusion of the submission period, I will work with each division head to prioritize and then fund the FY 2022 student employment budgets. I anticipate making budget notifications by April 1.

If you have any questions or other suggestions, please don't hesitate to contact me.

Thank you for your consideration!

Jane Rizzo

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