Payment:

- The pay rates recognized by AUB for the WSP are:
  - 6,000LBP for simple lab work, guides and ushers, library work, dorm receptionist, data entry and office work.
  - 7,000LBP for research assistants (RA), teaching assistants (TA), computer programming and web design.
- Departments need to fill in the requests properly (Name, ID, Term, Department) in order to be approved, then the PO created and approved as well so that students will be paid on time (Students will not be paid for requests related to the Fall Term during the Spring Term).
- The department should do the receiving at the end of each month and the receipt with the received hours should be printed as a hard copy, highlighted with the related month to be paid for (written by hand), and sent to the WSP Department (With the student time sheets) prior to the 5th of each month in order to process the payment or the student will not be paid.
- Any late payment dated for more than 3 months will not be processed (To be paid) and will be deleted from the system.
- In case of remaining hours of any request for students, the departments need by the end of the semester to send an email with the related PO and students’ names to rs19@aub.edu.lb in order to close it.
- The requester/department has to make sure that no late payments or new payments related to the approved request may be placed in order to be able to cancel the PO. Because if the student was not yet paid then he/she will not be paid when the PO is cancelled.