

## Pay Rates (2024-25)

| Role                   | Quantity           | \$ Per Published Item |
|------------------------|--------------------|-----------------------|
| Writer: Tier 1         | Up to 199 words    | 35                    |
| Writer: Tier 2         | 200-399 words      | 45                    |
| Writer: Tier 3         | 400-599 words      | 50                    |
| Writer: Tier 4         | 600-799 words      | 55                    |
| Writer: Tier 5         | 800-999 words      | 60                    |
| Writer: Tier 6         | 1000-1199 words    | 65                    |
| Writer: Tier 7         | 1200-1399 words    | 70                    |
| Writer: Tier 8         | 1400-1799 words    | 75                    |
| Writer: Tier 9         | 1800+ words        | 80                    |
| Writer: Add-On         | Brief interview    | 2                     |
| Writer: Add-On         | Standard interview | 7                     |
| Writer: Add-On         | In-depth interview | 15                    |
| Writer: Add-On         | Brief survey       | 2                     |
| Writer: Add-On         | Standard survey    | 7                     |
| Writer: Add-On         | In-depth survey    | 15                    |
| Photographer: Tier 1   | 1 shot             | 30                    |
| Photographer: Tier 2   | 2 shots            | 35                    |
| Photographer: Tier 3   | 3 shots            | 40                    |
| Photographer: Tier 4   | 4 shots            | 45                    |
| Photographer: Tier 5   | 5+ shots           | 50                    |
| Audio Reporter: Tier 1 | < 1:30 minutes     | 25                    |
| Audio Reporter: Tier 2 | 1:30-2:59 minutes  | 35                    |
| Audio Reporter: Tier 3 | 3-9:59 minutes     | 45                    |
| Audio Reporter: Tier 4 | 10+ minutes        | 55                    |
| Audio Editing: Tier 1  | < 1:30 minutes     | 35                    |
| Audio Editing: Tier 2  | 1:30-2:59 minutes  | 45                    |
| Audio Editing: Tier 3  | 3-9:59 minutes     | 75                    |
| Audio Editing: Tier 4  | 10+ minutes        | 100                   |
| Audio: Add-On          | Brief interview    | 2                     |
| Audio: Add-On          | Standard interview | 7                     |

|                              |                                        |      |
|------------------------------|----------------------------------------|------|
| Audio: Add-On                | In-depth interview                     | 15   |
| Videographer: Tier 1         | < 1:30 minutes                         | 35   |
| Videographer: Tier 2         | 1:30-2:59 minutes                      | 45   |
| Videographer: Tier 3         | 3-9:59                                 | 55   |
| Videographer: Tier 4         | 10+ minutes                            | 65   |
| Video Reporter: Tier 1       | < 1:30 minutes                         | 25   |
| Video Reporter: Tier 2       | 1:30-2:59 minutes                      | 35   |
| Video Reporter: Tier 3       | 3+ minutes                             | 45   |
| Video Editor: Tier 1         | Breaking news (minor edits)            | 15   |
| Video Editor: Tier 2         | < 1:30 minutes                         | 85   |
| Video Editor: Tier 3         | 1:30-2:59 minutes                      | 100  |
| Video Editor: Tier 4         | 3-9:59 minutes                         | 125  |
| Video Editor: Tier 5         | 10+ minutes                            | 150  |
| Video: Add-On                | Brief interview                        | 2    |
| Video: Add-On                | 1 interview                            | 7    |
| Video: Add-On                | In-depth interview                     | 15   |
| Illustrator: Tier 1          | 1 illustration                         | 30   |
| Illustrator: Tier 2          | 1 comic strip (or illustration series) | 40   |
| Illustrator: Tier 3          | 1 infographic                          | 40   |
| Illustrator: Tier 4          | 1 in-depth infographic(s)              | 55   |
| Animator: Tier 1             | GIF                                    | 45   |
| Animator: Tier 2             | 15-29 seconds                          | 85   |
| Animator: Tier 3             | 30-59 seconds                          | 100  |
| Animator: Tier 4             | 1-1:59 minutes                         | 115  |
| Animator: Tier 5             | 2+ minutes                             | 125  |
| Designer                     | 1 page (billable up to 15 pages)       | 40   |
| Interactive Designer: Tier 1 | 1 online interactive item              | 65   |
| Interactive Designer: Tier 2 | 1 in-depth online interactive item     | 85   |
| Promotional Designer: Tier 1 | 1 item (flyer, poster, etc.)           | 50   |
| Promotional Designer: Tier 2 | 1 in-depth item (report, etc.)         | 65   |
| Promotional Designer: Tier 3 | Photo essay with sound                 | 75   |
| Copy Editor                  | 1 word (initial count)                 | 0.02 |

## Audio and Video Guidelines for Billing

Audio includes three billable roles (audio reporter, writer, and audio editor) for the same published item. If one person carries out more than one role, they can invoice for each role associated with the same item.

Video includes four billable roles (videographer, writer, video reporter, and video editor) for the same published item. If one person carries out more than one role, they can invoice for each role associated with the same item.

The Audio/Video Reporter is paid simply for delivering lines either on camera or in voiceovers.

Scripting for audio/video is billed using the existing writer tiers based on the final word count used in published content.

Videographer and Audio/Video Editor roles are paid by the duration of the published content item.

Add-ons for audio and video are billable by one role per content item, whoever was primarily responsible for preparing and conducting interviews.

## Add-On Guidelines for Billing

|                    |                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------|
| Brief interview    | Simple 1-4 question interviews for brief quotes (example: students street interviews)        |
| Standard interview | 5-9 questions in a formal interview: example (scheduled in-person, phone, or Zoom interview) |
| In-depth interview | 10+ questions in a formal interview: example (scheduled in-person, phone, or Zoom interview) |
| Brief survey       | Create survey (of any length)                                                                |
| Standard survey    | Create survey and receive up to 5 responses                                                  |
| In-depth survey    | Create survey and receive more than 5 responses                                              |

## Invoicing Instructions

Once your paperwork is processed and you receive a contract number, you're all set to start billing for your work, assuming you are listed as an [eligible contributor](#) for the term.

Here's an  [Invoice Template](#) for you to fill out. The links that you itemize on an invoice need to be for the **published** pieces on your organization's website or, if not available on the website, other organizational platforms for

published works. Whether you are a new or returning contributor, your first invoice for the year should be labeled as #001, and each subsequent invoice should be labeled sequentially (#002, #003, etc.). When your invoice is complete, you can email it as an attachment to the organization you're billing. For the Vanguard, you should email it to the Managing Editor ([managingeditor@psuvanguard.com](mailto:managingeditor@psuvanguard.com)). For The Pacific Sentinel, you'll email it to the Executive Editor ([editor@pacsentinel.com](mailto:editor@pacsentinel.com)). You should submit these invoices within two weeks of having your work published. PSU has up to 30 days to pay you from the date you submit your invoice, though typically, students have received payment within a couple of weeks.

If your address changes at any point while working as a contributor, it is very important that you update it as soon as possible on MyPSU. If an address on an invoice doesn't match what's on record with PSU, Financial Services will not make a payment on the invoice.

## Instructions for Vanguard Managing Editor and Pacific Sentinel Editor

Editors, once you receive invoices from contributors, you will need to:

1. Double check that the student is on the eligible contributor list for the term.
2. Review the invoices for accuracy. If accurate, you will then submit them to SALP accounting through the [Media Editor Invoice Submission](#) form on Connect.

### Notes:

1. Contributors are free to work on multiple items with more than one Student Media organization at a time.
2. Content-creating editors for Pacific Sentinel or Vanguard may invoice for items as contributors only in between academic terms. The final exam period is considered part of an academic term and may not be invoiced by editors as contributors.
3. Even if published in both print and online or otherwise duplicated, each content item may be invoiced only once for each role creating the item.
4. In all categories of contractor work, items that are unnecessarily lengthy or that do not meet established standards may be edited, rejected, or sent back to the contributor for further revision at the editor's discretion. Pay rates are based on the final version of the item that is published, with the exception of copy edited items, which are paid based on the initial word count.
5. While we have tried to provide detailed quantification for various items, some submitted items may carry a degree of ambiguity. The publication's management will make categorical determinations in such instances and, if needed, consult the Coordinator of Student Media for feedback and approval.