UNA STUDENT EMPLOYMENT

Request to Change Pay Rate

Use this form to change a student worker’s hourly rate of pay.

KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Student Name: _______________________  SID: ______________________

Job Group: circle one  SG (GA)  SF(FWS)  SU(UWS)

Budget Organization Code ___ ___ ___ ___ - ___ ___ ___ ___  (SG=6140, SF=6141, SU=6139)

Position Number: ___ ___ ___ ___ ___ ___

Old Pay Rate: $_____________

New Pay Rate: $_____________

Effective Date ___ ___ / ___ ___ / ___ ___ ___ ___

Comments: ______________________________________________________

______________________________________________________

AUTHORIZATION: I request that this student’s work study assignment be changed as noted on this form.
Funds are available in my department’s work study budget to accommodate this request.

Department: _________________ Phone: ___________ Timesheet Approver Signature: _________________
Cost Center Head Signature: ___________________________ Date: _________________

CP&D APPROVAL: ________________________ _____________ COMMENT: __________________________________

RETURN FORM TO: Career Planning and Development- UNA Box 5066- GUC Room 202