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: _____

HR APPROVAL: _____ _____ COMMENT: _____

RETURN FORM TO: HR – Student Employment - UNA Box 5043- Bibb Graves Room 226