

Student Employment Pay Adjustment

A student is eligible for a pay adjustment of up to:

\$0.10/hour following the completion of the Fall or Spring term, or
\$0.05/hour for Summer employment

if **all** of the following criteria have been met:

1. The student was employed in their student employment position on or before September 30 (Fall term); February 15 (Spring term); June 5 (Summer term)
2. The student received a satisfactory performance evaluation and the supervisor has submitted the evaluation to the Student Employment office.
3. The student is continuing with the same department for the upcoming term.

Please Print: All information must be completed

Student's Name: _____ G#: _____

Position: _____ Hire Date: _____

Department: _____

Current Rate of Pay: _____ New Rate of Pay: _____

Last Term Worked: Fall Spring Summer

Banner Acct #: _____

Supervisor: _____ Supervisor Contact #: _____

Supervisor's signature: _____ Date: _____

Received in HR: _____

Evaluation verified by: _____ Date: _____

Increase process by: _____ Date: _____