

STUDENT EMPLOYEE PAY RATE INCREASE JUSTIFICATION FORM

Student Name:	UIN:
Student Job Title / Position Number	Department / ORG Number
Supervisor:	Supervisor email / phone #
Pay Rate/Step Requested:	Effective Date:

Listed below are the justifiable reasons for a pay rate increase for a student employee. Please add justification in the lines that substantiates the pay increase next to the selected reasoning. Pay rate increases are neither retroactive nor automatic. Please submit an HR Front End (HRFE) transaction and attach this form.

Check the reason for increase in pay rate:

- Superior job performance:** Justification should cite the student's work habits, abilities, character, and other outstanding qualities, which merit an increase in pay. Generally, a student should not be considered for a pay rate increase until the student has been working in a department for at least 3 months. *(HRFE Job Change Reason Code: SA003)*
- Longevity:** Pay rate increases may be requested for students who have worked for the same department at the same pay rate for 12 months. *(HRFE Job Change Reason Code: SA008)*
- Type of work being performed:** An increase may be granted if you believe the nature of the position this student employee will be performing is above the pay assigned to this position. Documentation is required that justifies the pay increase (e.g. detailed job description, added duties, etc.). *(HRFE Job Change Reason Code: SA003)*

Justification:

Supervisor Signature: _____ **Date:** _____