



**Cherwell Ticket #**

# Student Employee Wage Change Offer

Date:  
Student Name:  
Dear

Employee ID #:	
Position #:	
Action Reason:	
Department #:	
Speedtype/%:	
SEAN Job ID#: <span style="float: right;"><i>*for promotions only</i></span>	
Note: If any of the above is missing, the change cannot be entered	

Due to your meritorious performance I am pleased to offer you a \_\_\_\_\_ change in pay. This change increased your hourly rate to \_\_\_\_\_ in your current student employee position at UCCS in the \_\_\_\_\_ department. This wage change will be effective \_\_\_\_\_. Your job title is \_\_\_\_\_ Y \_\_\_\_\_. Your job code is \_\_\_\_\_.

This is a \_\_\_\_\_ position. Attached is your supporting evaluation.

Below is a brief description of job duties. (*Include any additional duties if applicable due to a promotion*):

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Please notify me of your willingness to accept this wage change by returning the signed original letter to \_\_\_\_\_ by \_\_\_\_\_. We look forward to your acceptance of this offer and your contributions to the University.

Date

\_\_\_\_\_  
Supervisor Name Supervisor Signature Reports to Position # Date

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\_\_\_\_\_  
Dept. Approver Name Approver Signature Date

I accept this offer of the student employee position described above.	
_____	_____
Student Signature	Date
I decline this offer.	
_____	_____
Student Signature	Date

<b>Student Employment Office Only:</b>	
_____	_____
Entered by	Date
_____	
TBT Number (Ex. TBT123456)	

