



**Cherwell Ticket #**

# Student Employee Wage Change Offer

Date:

Student Name:

Dear

Employee ID #:	
Position #:	
Action Reason:	
Department #:	
Speedtype/%:	
SEAN Job ID#:	
<i>*for promotions only</i>	
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

### Student Employment Office Only:

Entered by

Date

TBT Number (Ex. TBT123456)

