



Cherwell Ticket #

Student Employee Wage Change Offer

Date:

Student Name:

Dear

Employee ID #:
Position #:
Action Reason:
Department #:
Speedtype/%:

SEAN Job ID#: *for promotions only
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):

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
rover			
Dept. Approver Name	Approver Signature	Date	

I accept this offer of the student employee position described above.

Student SignatureDate

I decline this offer.

Student SignatureDate

Student Employment Office Only:

Entered byDate

TBT Number (Ex. TBT123456)

