University of Colorado Colorado Springs

Student Employment Office
Cragmor Hall, Room 104
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Phone: 719-255-3454
Email: stuemphelp@uccs.edu
Web: stuemp.uccs.edu

Cherwell Ticket #

Student Employee Wage Change Offer

Employee ID #: *EmpID*
Position #: *Position #*
Action Reason: Choose One
Department #: 1-Choose One
Speedtype/%: Speedtype Percentage
Speedtype 2 Percentage 2
SEAN Job ID#: *SEAN Job ID #* **for promotions only*
Note: If any of the above is missing, the change cannot be entered

Date: Date (Month DD, YYYY)

Student Name: *Student Name* *Student ID Number*

Dear *Student First Name*

Due to your meritorious performance I am pleased to offer you a Pay change change in pay. This change increased your hourly rate to New Hourly Rate in your current student employee position at UCCS in the 1-Choose One department. This wage change will be effective Choose One . Your job title is *Job Title* . Your job code is Choose One

This is a Choose One position. Attached is your supporting evaluation.

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

Insert Job Description here. If you need more space, please attach additional pages.

Compensation for student employees is reviewed at least once per year. Raises and/or promotions are at the discretion of the department, are based on satisfactory evaluations, and rely upon fund availability (both at the department level and per salary pool approvals made by the University Board of Regents).

Please notify me of your willingness to accept this wage change by returning the signed original letter to *Supervisor Name* by Effective Date . We look forward to your acceptance of this offer and your contributions to the University.

Supervisor Name		Position #	***Date***
Supervisor Name	Supervisor Signature	Reports to Position #	Date

Department Approver Name		***Date***
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)