Wage Change Offers for Student Employees

This guide is intended for use at UCCS specifically for the merit raise, promotion, salary survey increase and structural change for student employees. This guide will be used in the case of any change in pay. The wage change process will be completed entirely on paper.

STEP 1: Completing the Form


2. Click on the Forms tab.

3. Under Forms for Supervisors, click the link for the Wage Change Offer (WCO).

4. Fill in all fields and return the completed form to the Student Employment Office via the Student Employment Cherwell portal at https://cherwell3.uccs.edu/cherwellportal/se

5. If the wage change is a merit raise or promotion, an evaluation must be attached with the form in order to be processed.

6. If the wage change is structural or salary survey, an evaluation is not required.