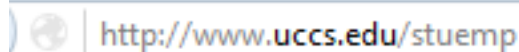


# Wage Change Offers for Student Employees

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

1. Access the Student Employment webpage at <http://www.uccs.edu/stuemp>.



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.

University of Colorado Colorado Springs
 
**Student Employment Office**  
Cherwell Hall, Room 104  
 1400 Niles Bluffs Parkway  
 Colorado Springs, CO 80904

Phone: 719-255-3454  
 Email: [stuemp@uccs.edu](mailto:stuemp@uccs.edu)  
 Web: [www.uccs.edu/stuemp](http://www.uccs.edu/stuemp)

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**Student Employee Wage Change Offer**

Date (Month DD, YYYY)

Student Name:  Student ID Number:

Over  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  in your current student employment position at UCCS as a **Choose One**  in the **Choose One**  department. This wage change will be effective  Effective Date

This is a **Choose One**  position. Attached is your supporting justification.

This position will be paid from:

Below is a brief description of job duties:  
 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 qualitative evaluations, and may vary based on 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	Supervisor Signature	Position #	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Department Approver Name  Date

Dept. Approver Name Approver Signature Date

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

Student Signature	Date
<input type="text"/>	<input type="text"/>

I decline this offer.

Student Signature	Date
<input type="text"/>	<input type="text"/>

**Student Employment Office Only:**

Offered by	Date
<input type="text"/>	<input type="text"/>
Approved by	Date
<input type="text"/>	<input type="text"/>