



Cherwell Ticket #

Student Employee Wage Change Offer

Date:

Student Name:

Dear

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 .

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*):

Employee ID #:

Position #:

Action Reason:

Department #:

Speedtype/%:

Note: If any of the above is missing, the change cannot be entered.

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 Signature

Date

I decline this offer.

Student Signature

Date

Student Employment Office Only:

Entered by

Date

ePAR Number (Ex. PAY0012345)

