



**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/%:   |
| <i>Note: If any of the above is missing, the change cannot be entered.</i> |

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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)

