



Cherwell Ticket #

Student Employee Wage Change Offer

Date:

Student Name:

Dear

Employee ID #:	
Position #:	
Action Reason:	
Department #:	
Speedtype/%:	
SEAN Job ID#: <i>*for promotions only</i>	
Note: If any of the above is missing, the change cannot be entered	

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

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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

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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)

Offer review/approval: _____

