

# Student Employee Pay Rate Adjustment

**Instructions:**

- List the positions that you wish to pay a rate other than the established “new hire” or “returning rate” (For 2018 the new hire rate is \$8.30 and returning is \$8.55)
- Your justification should include your reason for the increased rate and the special skills that your student employees possess. Requests should only be made if the current budget can support the pay increase.
- Please route this signed and scanned form via e-mail to Melanie Moss at [mmoss@jcu.edu](mailto:mmoss@jcu.edu). You will receive confirmation as soon as possible.

Position Title(s)	Requested Pay Rate

Please state the justification for this request:			
<p><b>I verify that our current budget can support this increased rate.</b></p>			
Request Date	Prepared by	Email Address	Phone Number

**Signatures**

Department Chair/Director	Date
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**BUSINESS OFFICE USE ONLY**

<input type="checkbox"/> Approved  <input type="checkbox"/> Denied	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Justification for Denial</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> </tr> </tbody> </table>	Justification for Denial	
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