

**STUDENT EMPLOYMENT  
PAY INCREASE REQUEST FORM (PAY MEMO)  
FOR STUDENT SUPERVISOR USE ONLY 1718**

[Student Name(s)] \_\_\_\_\_

[Supervisor Name] \_\_\_\_\_

[CWID(s)] \_\_\_\_\_

[Department] \_\_\_\_\_

[Email] \_\_\_\_\_

[Requested Rate of Pay] \_\_\_\_\_

[Telephone] \_\_\_\_\_

[Supervisor Signature] \_\_\_\_\_

This form is to be used by supervisors only to request a higher rate of pay for student employees than minimum wage. This form must be completed by the supervisor, submitted to the Vice President of their respective department, and then forwarded to Student Financial Services for review and processing. Student employees will be eligible for retroactive payments at the higher rate of pay, should the rate be approved. Pay memos are required to have the students' name, CWID, requested higher rate of pay, and a detailed rationale for why a student should be considered eligible for a higher wage. Examples of acceptable rationale would be extensive training, experience, or certification in a certain field; seniority, etc. This form must be completed annually.

**Rationale:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vice President Approval:**

Name:

Signature:

Approved  Yes  No [Date]

[Signature]