# Student Payroll Merit Wage Increase*/Job Title Change* Request Form

<table>
<thead>
<tr>
<th>NAME</th>
<th>Current Title</th>
<th>New Title</th>
<th>Student EMPL (8 digit)</th>
<th>Funding Code (3 digit)</th>
<th>DEPARTMENT (6 digit)</th>
<th>PROGR M (1 digit)</th>
<th>CURREN T WAGE Effective Date</th>
<th>NEW WAGE Effective Date</th>
</tr>
</thead>
</table>

Justification for Merit Wage Increase and/or Job Title Change:

*Effective Date MUST be the Date of the beginning of a Pay Period*

Merit Wage Increase/Job Title Change Requested by: (Supervisor)_______________________________ Date: __________________

Merit Wage Increase/Job Title Change Approved by: (Department Head)_______________________________ Date: __________________

Financial Aid Office Approval: ______________________________ Date: __________________

Submit Form to Financial Aid (2nd Floor Brigham Hall), for Final Approval. Allow enough time for Approvals. This form must be received in the Payroll Office before Effective Date.

Merit Wage Increase may be given to a student who has performed well in his/her position.

The increase may be given after a student has worked a semester or its equivalent.

A Merit Wage Increase must be supported by a Performance Evaluation.

Merit Wage increase may not exceed the salary range for the student’s current position description.

Payroll Office Use Only: Date Received: __________________

Revised 9/11/2013