

# STUDENT PAYROLL QUICK CHANGE FORM

## PAY RATE CHANGES

5 H T X H W a n e U I V \_\_\_\_\_ Telephone # \_\_\_\_\_

Department \_\_\_\_\_ Hiring Department # \_\_\_\_\_

Authorized by \_\_\_\_\_ Date of Request \_\_\_\_\_

Form(s) must be completed and forwarded to the Payroll Office. If you need additional space, please complete additional forms.

Pay Period Start Date \_\_\_\_\_

Student Pay Rate Changes can only be processed for the first day of the pay period

Please note: Retroactive pay rate changes cannot be processed for student employees. The earliest effective date that Payroll can use is the first day of the current payroll when received this form.

<u>Student Employee</u>	<u>Empl ID #</u>	<u>Record #</u>	<u>Old Pay Rate</u>	<u>New Pay Rate</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

Additional Comments: