**John Carroll University**

**Business Office/Financial Aid/HR**

**Student Employee Pay Rate Adjustment**

**Instructions:**

* Click on the gray box to type your entry.
* List the positions that you wish to pay a rate other than the established “new hire” or “returning rate” (For 2016 the new hire rate is $8.10 and returning is $8.35)
* 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 current budget can support the pay increase.
* Please route this signed and scanned form via e-mail to Jean Tibbs at [jtibbs@jcu.edu](file:///C:\Users\jtibbs\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\SRFPQJDS\jtibbs@jcu.edu). You will receive confirmation as soon as possible.

|  |  |
| --- | --- |
| **Position Title(s)** | **Requested Pay Rate** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please state the justification for this request:** | | | | |
| **I verify that our current budget can support this increased rate.** | | | | |
| **Request Date** | **Prepared by** | **Email Address** | **Phone Number** |
|  |  |  |  |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department Chair/Director** |  | **Date** |  |

**BUSINESS OFFICE USE ONLY**

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| **Approved**  **Denied** | **Justification for Denial** |
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