

Macalester College - Student Employment Pay Rate Change Form

Student & Position Information:

Student Name: _____

ID# _____

Employer/Department: _____ Organization # _____

Current Position Title: _____ Current Pay Rate: _____

New Position Title: _____ New Pay Rate: _____

Effective Date: _____

Employer Acknowledgement & Approval:

I have promoted this student to said position. The position does have a Job Description on file with the Student Employment Office, and the position has been approved for said pay rate. I understand that the student cannot work more than their current student employment award allotment, and that due to an increase in pay rate, the hours the student is available to work may be decreased.

Supervisor Name (Print)

ID#

Supervisor Signature

Date

Office Use Only:

Retro Amount: \$ _____ Date Entered: _____ Initials: _____
(If applicable)