

# Brandeis University Student Employee Wage Adjustment Request Form

PLEASE TYPE OR PRINT LEGIBLY. PLEASE COMPLETE ALL SECTIONS IN FULL.

## **Student Information** (can be found on timesheet):

Student Name: \_\_\_\_\_ Employee ID Number: 100 \_\_\_\_\_

Department: \_\_\_\_\_ Record Number: \_\_\_\_\_ Job Term:  Academic Year  Summer

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## **Wage Adjustment Request**

*All requests for student wage adjustments are subject to the approval of Student Financial Services. If you have not already done so, you must submit a detailed description of the student's new job responsibilities as an addendum to this form.*

Current Job Title: \_\_\_\_\_ Current Job ID # \_\_\_\_\_ Current Wage: \_\_\_\_\_

New Job Title: \_\_\_\_\_ Proposed Job ID # \_\_\_\_\_ Proposed Wage: \_\_\_\_\_

Current Position Number: 200 \_\_\_\_\_ Job Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Ext.

\_\_\_\_\_  
Date

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### **For Office Use Only**

Request for Wage Adjustment Approved

Request for Wage Adjustment Denied

Reason: \_\_\_\_\_

\_\_\_\_\_  
Assistant Director of Student Employment Signature

\_\_\_\_\_  
Processor's Name

\_\_\_\_\_  
Date