

Financial Aid/Student Employment Office
103 John Wilder Tower

Office: (901) 678-5774
FAX: (901) 678-5902

Student Wage Adjustment Form

Departments may process wage adjustments with management approval. Student employee's hourly wage is determined by their experience and knowledge. It is recommended that continuing student employees receive yearly pay raises. *Any wage adjustments over \$16.00 an hour must have approval from the Financial Aid Director and the department's head.

Employee's Name _____ U ID Number _____

Social Security Number _____

Index _____ Org. Number _____ Account _____
(Dept. Account #)

Position Number _____

Current Pay Rate \$ _____

New Pay Rate \$ _____

Effective Date _____

Department Name _____

Contact Person _____ Phone _____

Justification _____

Adjustment Approval Yes No

Adjustment Approval Yes No

Dept. Head, Dean, Director, or Manager

Financial Aid Director

Date

Date

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