

Financial Aid/Student Employment Office
103 John Wilder Tower

Office: (901) 678-4825
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.

U ID Number _____

Student's Name _____

Last 4 of SSN XXX - XX - _____

Department Name _____

Position No. _____

Index _____

Org # _____

Current Pay Rate \$ _____

New Pay Rate \$ _____

Effective Date _____

Contact Person _____

Phone _____

_____@memphis.edu
Email Address

Justification

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Approved by

Dept. Head, Dean, Director, or Manager

_____@memphis.edu
Email Address

Rev. 03/2012