STUDENT EMPLOYEE ANNUAL INCREASE REQUEST

I recommend the following student for an ANNUAL INCREASE:

Student Name: ________________________________

UIN: ___________________________

This student has completed at least a minimum of 1 year at the current rate of $______/ hour.

(Title: _________________________ (C________) Group: _____ Step: ___)
and should be increased to the next level.

The new rate should be: $ _____________/Hour (Group: _____ Step: ______), according to the current employment wage plan. This increase is justified because this student has demonstrated a satisfactory level of work performance.

The increase is to effective _______________________________.

Submitted by:

(Name of Supervisor)    (Title of Supervisor)

Contact Information:
Phone: ______________________       Email:   _________________________________

This change applies to the following FOAPAL number:

__________________________________________________

Authorized by: __________________________
(Signature, if required by your department)

SUBMIT TO:  
CAS Human Resources  
SCE, Room 702, MC 117  
Email: ldmartin@uic.edu  
FAX: 312-355-3361

Completed by CAS HR Office ONLY:

Student Employee Begin Date: ________________

Date submitted to Student Employment: ______________