



Work Study Merit Increase Form 2015-16

Employee Name

DU ID

Department

Job Title

Supervisor Name

Supervisor Email and Phone Number

Please note that the Office of Student Employment must have a completed Performance Review on file in order for a Merit Pay Increase to be processed. In addition, the student must have worked either 6 months or 400 hours from the start of their current 2015-2016 position to be eligible.

Current Pay Information (available on the RZIWORK screen)

Work Award: Current Pay Rate: Hours Worked to Date: Earnings to Date:

Proposed Merit Pay Percentage Increase

Percentage Proposed Pay Rate:

For merit pay increase requests of 10% or higher, please contact the Office of Student Employment at 303-871-6792 or at stuemp@du.edu.

Please justify the reason for increasing this student's hourly pay rate:

Empty box for justification of pay rate increase.

I/We understand that this work award is subject to change as a result of future adjustments that may be made to this student's financial aid package. I/We also understand that it is our responsibility to monitor student earnings, and any overpayment of the above award will be debited from the signing department's personnel funds.

Student Signature: Date:

Supervisor Signature: Date:

Student Employment Processed: Date: