

Hourly Change Form for Student Employment

Student's name as in Banner (print): _____ Student's 92 #: _____

Current Hiring Information- Complete all the information as it appears on the most recent hiring form used to employ the student for the department. This helps us locate the correct record within BANNER.

Department: _____ Position Title: _____

Organization #: _____ Position #: _____

Current Hourly Rate: _____ Effective Date for Change: _____

(NOTE: Contract pay increases cannot be made using this form. Please use Educational Stipend Change Form.)

Adjustments

Job Information From:

Position #	Title	Rate	Hours/ Week	End Date

To:

Position #	Title	Rate	Hours/ Week	End Date

Details and Justification for Change:
(If paying \$1 or more above minimum wage, please provide justification for increase)

For Supervisor Changes Please Use: <https://services.my.wcu.edu/sites/HRandPayroll/Lists/SupervisorChange/NewForm.aspx>

Termination of Student Employees

Complete to terminate a student worker early from employment.

Effective date of termination: _____ Reason for termination: _____

Approval by the Employing Department

Supervisor: (Print) _____ Phone: _____ Bldg/room: _____

Supervisor Signature: _____ Date: _____
(Required for Work-Study)

Departmental budget accountable officer: (print) _____ Phone: _____

Signature of budget accountable officer: _____ Date: _____
(Required for Non Work-Study)

This form should be sent via email to vmlawson@wcu.edu (Non Work-Study) or workstudy@wcu.edu (Work-Study)

Completed by Employment Office Only: _____ Processed by: _____