

University of Wisconsin-Stout

STUDENT RAISE / RECLASSIFICATION REQUEST

Student's Name: _____ Current Job Title: _____

Social Security Number: _____-_____-_____ (or) Kronos ID #: _____

Pay period the raise will start: _____ (*Raises go into effect on the first day of a pay period*).

Check one: Raise Request (complete part A)
 Raise Request and Job Reclassification (complete both parts A & B)

A. Present pay rate _____ request pay raise to _____

Date when student first began current job title: ____/____/____

List criteria on which the raise request is based:

B. Present Job Group: _____

Requested Job Group (check one below)

Job Group 01 – Student Employee \$7.25 - \$9.05

Job Group 02 – Paraprofessional \$8.20 - \$16.04

Job group 03 – Non-hourly (Salaried)

Date student began present title: ____/____/____

Describe change of duties or responsibilities as a result of the re-class:

Payroll Type (please check one): Work-Study State Payroll

Account Code: _____ Department: _____

Supervisor's Signature: _____ Date: ____/____/____

Acct. Admin. Signature: _____ Date: ____/____/____

Note: Raise and Classification requests are effective the pay period indicated. All requests will be reviewed for compliance with the raise and recalls guidelines of the university. Requests outside of the guidelines will not be initiated and will be forwarded to the Student Employment Coordinator for resolution.

SEND COMPLETED FORM TO:

Human Resources
Student Payroll
203 Admin Bldg
HR 7/2010