This form is to be used by supervisors only to request a higher rate of pay for student employees than is currently published in the established Student Employee Pay Scale. This scale can be found at http://www.marist.edu/financialaid/studentemployment/cwsce.html. This form must be completed by the supervisor, submitted to the Vice President of their respective department, and then forwarded to Student Financial Services for review and processing. Student employees will be eligible for retroactive payments at the higher rate of pay, should the rate be approved. Pay memos are required to have the students’ name, CWID, requested higher rate of pay, and a detailed rationale for why a student should be considered eligible for a higher wage. Examples of acceptable rationale would be extensive training, experience, or certification in a certain field; seniority, etc. This form must be completed annually.

Rationale:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Vice President Approval:

Name:

Signature:

Approved  ☐ Yes  ☐ No  [Date]  [Signature]

For SFS Use Only
Updated 12/16/2014