Student Employment
Pay Rate (Wage) Changes

If you wish to change the pay rate (wage) of a currently employed student, you must submit a Pay Rate Change Request form to Human Resources.

More than one student can be put on the same form as long they have the same supervisor.

Step 1: Complete a Pay Rate Change Request Form including signatures
Step 2: Email completed form to studentemploy@uwosh.edu
Step 3a: Human Resources will email you approval/denial of request
Step 3b: Human Resources will enter pay rate change in HRS

Step 1: Complete Pay Rate Change Request Form
Typically use the beginning of the pay period as the effective date
If you do not use beginning of the pay period, the student may have to view timesheet by day to enter hours

Form is found on website under Employing Unit Coordinator webpage in HRS Processes & Maintenance section: http://hr.uwosh.edu/employing-unit-coordinators/

Step 3a/b: Human Resources will email you approval/denial of request and enter change