ROWAN UNIVERSITY
STUDENT WORK STUDY

Pay Rate Change Request Form

• A department must complete this form to request a pay rate change. This form can be obtained from the Human Resources department or the Human Resources webpage.

• Any questions regarding a pay rate change may be directed to Edyta Paluch at ext. 3129 or at paluch@rowan.edu.

Date of Request: _________________________________________
Name of Student: _________________________________________
Rowan ID #: _________________________________________
Position #: _________________________________________
Current Pay Rate: _________________________________________
Requested Pay Rate: _________________________________________
Effective Date: _________________________________________
(Beginning of Pay Period)
Department: _________________________________________
Telephone #: _________________________________________
E-mail: _________________________________________
Requested by: _________________________________________

Signature: ____________________________ Date:______________

HUMAN RESOURCES USE ONLY

Processed by: ____________________________ Date:__________

• Pay rate Changes that exceed the pay rate level maximum or are more than two steps, must be supported by a written explanation.