

**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.