

UW-Superior – Student Employment Contract Update Request

- Employee ID and REC # can be found on the Student Employee’s Timesheet.
- Select the element of the contract you’ll be updating and fill out the appropriate information.
- Use the first date of the payroll as the effective date (refer to the payroll schedule).
- If a student employee will have a new job title and/or new job duties, a new student employment contract will need to be completed and submitted to the Student Employment Office before the student employee can begin in the new position

Employee’s Name: _____ **Employee ID:** 00 _____ **REC #:** _____

<p><u>Pay-Rate Update</u></p> <p>Effective Date: _____</p> <p>Current Pay-Rate: _____</p> <p>New Pay-Rate: _____ * Must be a \$.25/hour increase based on employment performance. Additionally, an evaluation from the previous Spring must be on file.</p> <p>Justification:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Supervisor’s Name: _____ Signature: _____ Date: _____</p>	<p>Office Use Only</p> <p>Date Entered: _____ Effective Date: _____</p> <p>Entered By: _____</p>
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<p><u>Supervisor(s) Update</u></p> <p>Effective Date: _____</p> <p>Current Supervisor - Primary: _____ Back-Up: _____</p> <p>New Supervisor - Primary: _____ Back-Up: _____</p> <p>New Supervisor’s Signature: _____ Date: _____</p> <p>New Supervisor’s Signature: _____ Date: _____</p>	<p>Office Use Only</p> <p>Date Entered: _____ Effective Date: _____</p> <p>Entered By: _____</p>
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<p><u>Cost Center Update</u></p> <p>Effective Date: _____</p> <p>Current Cost Center: _____ Current Cost Center Title: _____</p> <p>New Cost Center: _____ New Cost Center Title: _____</p> <p>Supervisor’s Name: _____ Signature: _____ Date: _____</p> <p>Account Custodian’s Name: _____ Signature: _____ Date: _____</p>	<p>Office Use Only</p> <p>Date Entered: _____ Effective Date: _____</p> <p>Entered By: _____</p>
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Please send Contract Update Requests to the Student Employment Office, Old Main 110. The document can be sent via campus mail or emailed to studentemployment@uwsuper.edu for processing. R122020