

## 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 #:** \_\_\_\_\_

<b><u>Pay-Rate Update</u></b>	<b>Office Use Only</b>
Effective Date: _____	Date Entered: _____ Effective Date: _____
Current Pay-Rate: _____	Entered By: _____
New Pay-Rate: _____ * Must be a \$.25/hour increase based on employment performance. Additionally, an evaluation from the previous Spring must be on file.	
Justification:	
Supervisor’s Name: _____ Signature: _____ Date: _____	

<b><u>Supervisor(s) Update</u></b>	<b>Office Use Only</b>
Effective Date: _____	Date Entered: _____ Effective Date: _____
Current Supervisor - Primary: _____ Back-Up: _____	Entered By: _____
New Supervisor - Primary: _____ Back-Up: _____	
New Supervisor’s Signature: _____ Date: _____	
New Supervisor’s Signature: _____ Date: _____	

<b><u>Cost Center Update</u></b>	<b>Office Use Only</b>
Effective Date: _____	Date Entered: _____ Effective Date: _____
Current Cost Center: _____ Current Cost Center Title: _____	Entered By: _____
New Cost Center: _____ New Cost Center Title: _____	
Supervisor’s Name: _____ Signature: _____ Date: _____	
Account Custodian’s Name: _____ Signature: _____ Date: _____	

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](mailto:studentemployment@uwsuper.edu) for processing. R122020