

UW-Superior – Student Employment Contract Update Request

Please select what element of the contract you are wanting to update, and fill out the appropriate information. Employee ID, and REC # can be found on the Student Employee's Timesheet. Please refer to the pay-roll schedule when selecting effective dates. If a student employee will have a new job title and/or new job duties, a new student employment contract (and PD) will need to be completed and submitted to the Student Employment Office.

Student's Name: _____ **Employee ID:** 0 0 - - - - - **REC #:** _____

Pay-Rate Update

Date Pay-Rate should go into effect: _____

Current Pay-Rate: _____

New Pay-Rate: _____

Student Employee has been notified of updated Pay-Rate: Yes No

Supervisor's Name: _____ Signature: _____ Date: _____

Supervisor(s) Update

Date Supervisor Update should go into effect: _____

Current Primary/Back-Up Supervisor (circle one): _____

New Primary/Back-Up Supervisor (circle one): _____

Student Employee has been notified of Supervisor Update: Yes No

New Supervisor's Signature: _____ Date: _____

Cost-Center Update

Date Cost-Center Update should go into effect: _____

Current Cost Center: _____ Current Cost Center Title: _____

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. You can send it via campus mail, or emailed to studentemployment@uwsuper.edu for processing.