

Career Services Student Employment Position Change Request

This form is used to initiate a request to change one or more of the following for a Student Employment position:

- A) pay classification/rate B) reporting structure (Supervisor of Record) C) network access level

CURRENT POSITION INFORMATION

Department: _____ Position Title: _____

Classification/Pay Rate: II - \$8.70 III - \$10.20

Names and Cougar ID Numbers of affected students currently in this role:

A) REQUEST FOR RECLASSIFICATION: Request to update pay classification and pay rate based on new or updated duties and responsibilities.

Update to level II - \$8.70

Update to level III- \$10.20

Rationale for request. Please outline how the position no longer meets the current classification and address how the position now meets the guidelines for the requested level classification.

Include changes to position responsibilities, level of supervision, level of autonomy/decision making, training/experience required, or essential skills.

B) REQUEST TO CHANGE REPORTING STRUCTURE: Request to update the Supervisor of Record.

Current Supervisor Name: _____ Department: _____

New Supervisor Name: _____ Department: _____

Please provide brief reason for requested change.

C) REQUEST TO ADD/UPDATE NETWORK ACCESS LEVEL: Request to update level of access provided.

Does your student position require access to employee systems? **Yes** **No**

If yes, please indicate which items/systems will be requested (*Tickets to IT Support Center will need to be submitted by Hiring Manager for requests beyond Employee Email Account/Skype*):

Employee Email Account & Skype Messenger OnBase

Other Shared Drive

Please describe the business rationale for the request. Why can the work not be performed currently?

DEPARTMENT AUTHORIZATION

Hiring Manager Name: _____ Phone: _____

Signature: _____ Date: _____

AUTHORIZATION BY CAREER SERVICES STUDENT EMPLOYMENT STAFF

Staff Name: _____ Signature: _____ Date: _____

Decision: A: Approved A: Denied B: Approved B: Denied C: Approved C: Denied

A) Current Position ID: _____ New Position ID: _____

B) Supervisor, Current Position ID: _____ Supervisor, New Position ID: _____