

**STUDENT EMPLOYMENT RECOMMENDATION FOR
CHANGE IN STATUS AND STUDENT EMPLOYMENT
CHANGE IN ASSIGNMENT COSTING**

**STUDENT EMPLOYMENT RECOMMENDATION FOR CHANGE
IN STATUS FORM (E-FORMS)**

AVAILABLE FOR THE FOLLOWING REQUESTS:

Pay Rate Change

Excess Qualifications/Market Adjustment Increase

- Specify amount in 5 cent increments.
- Maximum total increase of 30 cents per hour.

Community Service

Change to Community Service

- Transfer a student employee to a job that has been approved as Community Service. The community service job description number must be provided.

Change from Community Service to Non-Community Service

- Transfer a student employee from a job that has been approved as Community Service to a non-approved position.

Position Number Change

- Transfer a student employee from one student employment position to another student employment position.
 - Transferring a student employee into another position may affect the student employee's rate of pay if the student employee is currently receiving a job classification or position specific increase in wage rate.
 - Some student employment positions have been identified as security-sensitive. Student employees may not be transferred into these positions unless, before an offer for the position is made, the university conducts a pre-employment background investigation, which includes a criminal background check.

**STUDENT EMPLOYMENT CHANGE IN ASSIGNMENT COSTING
(E-FORMS)**

AVAILABLE FOR THE FOLLOWING REQUESTS:

AIS Account Number Change

Add Account(s)

- Adds an AIS Account to an assignment for payroll purposes. If the account is a multi-function account, an A-21 form must be submitted along with the Student Employment Change in Assignment Costing E-Form.

Remove Account(s)

- Removes an AIS Account from an assignment for payroll purposes.