

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

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**THE STUDENT EMPLOYMENT RECOMMENDATION FOR  
CHANGE IN STATUS FORM IS AVAILABLE ON E-FORMS  
AND IS USED FOR:**

**Pay Rate Change**

The following pay rate change can be requested:

*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.

**THE STUDENT EMPLOYMENT CHANGE IN ASSIGNMENT  
COSTING IS AVAILABLE ON E-FORMS AND IS USED FOR:**

**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.