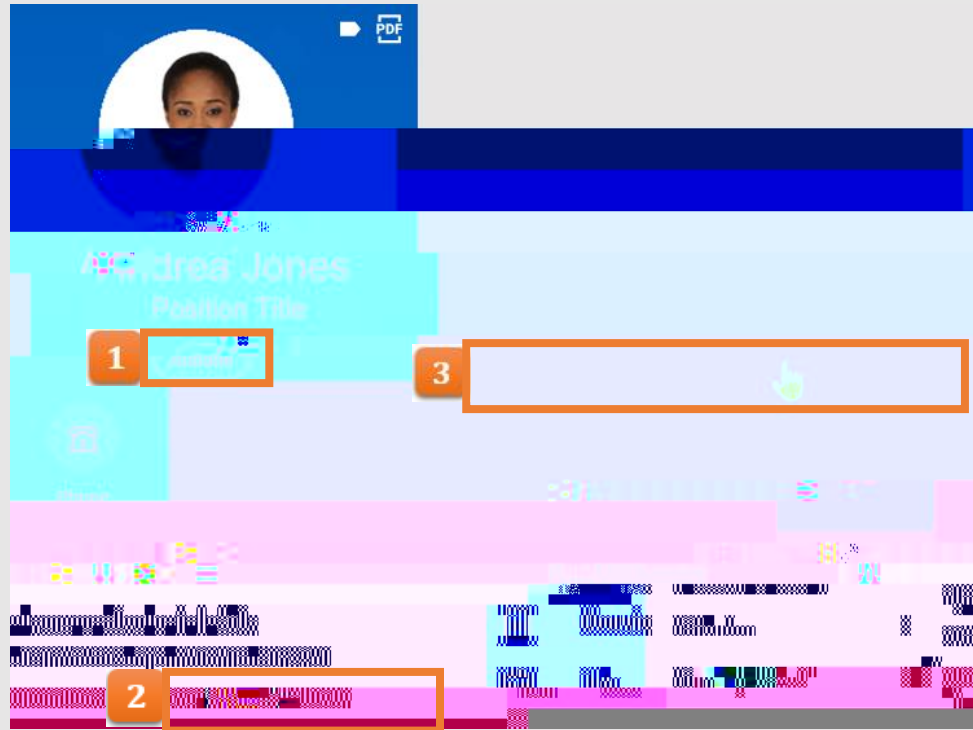
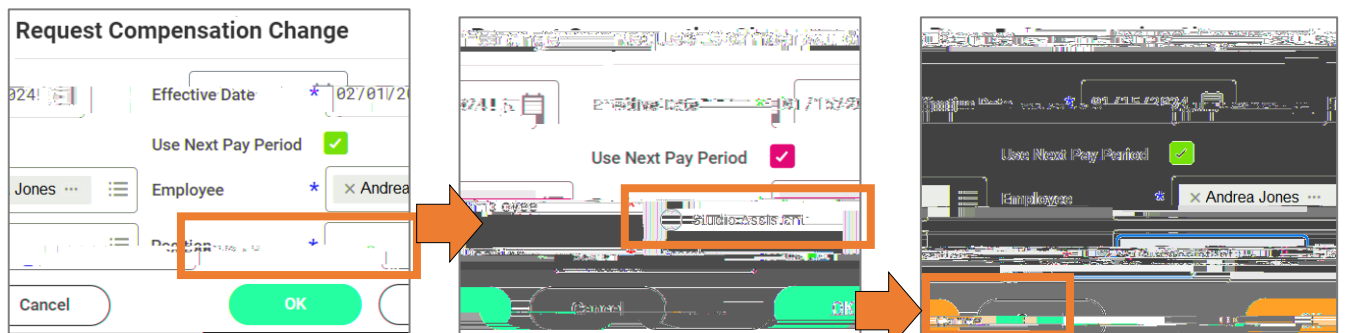


Follow the steps below to increase hourly compensation for student employees.

- From the left-hand navigation on the student's employee profile click on the **Actions** button, followed by **Compensation**, and finally **Request Compensation Change**.

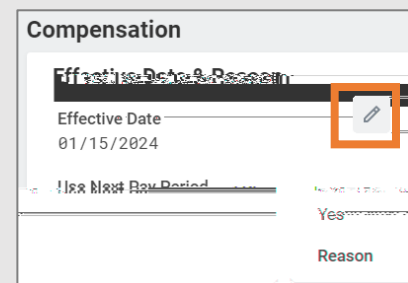


- A pop-up will appear with the effective date defaulting to the next pay period. If you wish the date to be effective sooner, uncheck the **Use Next Pay Period** box and enter the desired date. Click in the **Position** field and select the position for the increase.* Click **OK** when finished.



**Many students have only one job, but some have two or more jobs, so it is important to select the correct position.*

- At the top of the Compensation form that results, click the pencil button to edit the information.



Increasing Student Pay

