

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

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

2. 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.

Request Compensation Change		
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Cancel		

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

3.	At the top of the Compensation form that results, click	Compensation
	the pencil button to edit the information.	Tffactive Detar & Asseem
		Effective Date 01/15/2024
		No URS NEXT Rev David
		Reason

Increasing Student Pay

