

University of Houston

College Work-Study Merit Increase Document

INSTRUCTIONS: All salary increments are to be initiated by the employing department. A College Work-Study Employment Evaluation and a Personnel Action Request **MUST** be submitted with this document. Increases in salary are considered on merit. The increment is not to exceed 10% of the hourly rate. Raises should not be requested until the employee has been continuously employed by the department a minimum of four (4) months and has proven capable of the required technology. All merit increments are contingent upon available funding, the student's remaining award and the approval of the College Work-Study Program. **Complete and return this document to the College Work-Study Office.**

Name: _____ S.S.#: _____
 Last First M.I.

Semester/Yr.: _____ Job Title: _____

Supervisor: _____ Dept/Agency: _____

Location/Address: _____ Effective Date: _____

Current Pay Rate: _____ Increased Pay Rate: _____

Listed below are the additional responsibilities the student is/will be performing:

Comments: _____

Dept. Supervisor Signature

Date

College Work-Study Program Use ONLY:

Approved

Disapproved

Comments: _____

Scholarship Supervisor