



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Student Employment Salary / Step Adjustment Form

NOTE: Approved pay increases will be effective the first day of the following pay period after received in the Human Resources Office.

Form fields for Last Name, First Name, M.I., Student ID#, Effective Date, Department Name, Dept ID, Account, Fund, Program Code, Class Level (I, II, III)

TYPE OF TRANSACTION:

Merit Salary Adjustment (MSA) from step__ rate \$ _____ to step __ rate \$ _____. Student successfully completed 500 hours of work within the department on _____.

Reclassification: From class __ step__ rate \$ _____ to class __ step __ rate \$ _____. Justification (Refer to General Personnel Guidelines, Section III for criteria): _____

Initial Salary Placement above Step 1 _____ Step _____ Hrly Rate _____ Justification: _____

SUPPORTIVE DOCUMENTATION (i.e. duties statement, student's work history) IS ON FILE IN THE DEPARTMENT FOR REVIEW BY THE DEAN/VICE PRESIDENT UPON REQUEST

Supervisor's Signature / Date

Approved / Dept. Head/Appropriate Administrator / Date