

ROSEMAN UNIVERSITY OF HEALTH SCIENCES

Federal Work-Study Merit Increase Request

Instructions: All salary increments are to be initiated by the employing department. A 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 for a minimum of four months and has been proven capable of the required technology. All merit increments are contingent upon available funding, the student's remaining award, and the approval of the Work-Study Program. **Complete and return to the Financial Aid Office.**

Student: _____ Program/Level: _____
Job Title: _____ Supervisor: _____
Organization: _____ Unit: _____
Current Pay Rate: _____ Increased Pay: _____ Effective Date: _____

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

Comments:

Supervisor/FA Signature: _____ Date: _____

Federal Work-Study Program Use Only:

Approved

Denied

Comments:

Financial Aid Signature: _____ Date: _____