CSU Bakersfield

Student Assistant Pay Rate/Position Change

Form 117

Student Employee Name (Please print name as appears on Social Security Card)	Last 4 Digits SS#	CSUB ID #	Peoplesoft Position # (PR - HR Use)

Department/Area of Work	Extension	273 Agy	Unit	Class	Serial
		SCO Pay Position Number			

Pay Rate Change:

(**Note HR:** PIMS tran code A52)

☐ Pay rate change (class remains the same): Class level _____ $ _____ (New hourly rate)

☐ Reclassification from class level _____ to class level _____ $ _____ (New hourly rate)

Justification:

☐ Merit Salary Raise (MSA): from $ _____ (hourly rate) to $ _____ (New hourly rate)

Note: Student should have successfully completed 6 pay periods of work within the same dapartment. Raise will be effective at the beginning of the next pay period after received by Payroll. MSA should be minimum of $0.25 per hour increase.

➢ **Effective Date:** _____ **MMM/YY**

Position Change:

(**Note HR:** PIMS tran code 120)

☐ Pay position number change to:

For use when changing funding source within a department. This includes changing from Work-Study to Student Assistant Funds (to change from SA to Work-Study must use form 104 obtained from Financial Aid)

Rprtng Unit	Dept. ID	Fund	*Program	*Project	Class Change
	D				

(*If required for Funding)

➢ **Effective Date:** _____ **MMM/YY**

Explanation:

_____ _____

Department Head Approval Date

➢➢**Note:** this form is due to Payroll two weeks before time is due to be effective for current pay period. Requests received after that date will be effective with the next pay period.

_____ _____ HR Review: _____ _____

Payroll Approval Date Initials Date

Form PR 117
(Rev. 01-08-14)

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