SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Student Employment

2221 Rendleman Hall Campus Box 1030
Edwardsville, IL 62026-1030
Phone: 618-650-2563 Fax: 618-650-2566
Email: stuemp@siue.edu
Homepage: www.siue.edu/student-employment

Wage Justification Form

Student employee wages are set within a range of $15.00–$22.00 per hour. All new positions begin at $15.00, with an increase of $0.10 per hour for every 500 hours worked. Departments seeking to start an employee above $15.00 must submit this form for approval before the rate takes effect. Requested rates may not exceed $22.00 per hour.

STUDENT INFORMATION

Student Name: _____ Univ. ID#: _____

Job Title: _____ ☐ New Hire ☐ Current Employee

Standard / Current Rate: $ _____ Requested Rate: $ _____

Proposed Effective Date: _____

EMPLOYER INFORMATION

Department: _____ Fiscal Officer (Name and Email): _____

Budget Purpose Number: _____ Payroll Officer (Name and Email): _____

Organization Code: _____ Hiring Officer (Name and Email): _____

Grant-Funded? ☐ Yes ☐ No Federal Work Study? ☐ Yes ☐ No

If grant-funded, additional approval may be required.

JUSTIFICATION

Specialized skills, credentials, or certifications required for the role:

Relevant prior experience or training:

Responsibilities beyond those typical of the position:

Recruitment or retention considerations:

Other supporting rationale:

_____

_____

INTERNAL EQUITY REVIEW

List current student employees in your department holding the same or a comparable title, with their rates and original start dates.

Student Name	Title	Current Rate	Start Date

DEPARTMENT APPROVAL

_____ _____

Supervisor / Hiring Manager **Date**

_____ _____

Department Head / Chair **Date**

STUDENT EMPLOYMENT / HR USE ONLY

☐ Approved ☐ Denied ☐ Returned for Revision Approved Rate: $ _____

Reviewer Signature _____ Date _____

Notes:

_____

_____

CLASS	SUFFIX	POSITION #	WAGE	EFFECTIVE DATE