

STUDENT EMPLOYEE EXCEPTION TO PAY AND CLASSIFICATION SCHEDULE

ROUTING INSTRUCTIONS: Department: Forward all copies of completed form to Campus HR Operations, Box 354963

Section I – to be completed by employing department

Student Last Name:	First Name:	Middle:	Student ID Number:
Department Name:		Box Number:	
Year (check one): <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student <input type="checkbox"/> Master's <input type="checkbox"/> PhD			
Major:	Work Study Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Registered for Number of Credits this Quarter:	
JOB DUTIES TO INCLUDE (use additional pages if needed):			
WORK EXPERIENCE (related to job duties):			
Number of months student has been employed in this department:	Wage requested:	/hr.	Wage Effective Date:
ADDITIONAL COMMENTS (if any):			
Name of Administrator or Supervisor:	Administrator/Supervisor Signature:	Email:	
		Phone:	
Name of Budget Authority:	Budget Authority Signature:	Date:	

Section II – to be completed by Campus HR operations OFFICE

<input type="checkbox"/> Use of job title Student Assistant/Helper IV, class code 0872, approved at hourly rate of:	<input type="checkbox"/> Salary exception not approved – falls within guidelines of Student Assistant/Helper I-III. See Operations Manual D44.1.	<input type="checkbox"/> Salary exception not approved. See comment(s) below.
Comments (if any):		
HR Operations Authorization Signature:	Date:	Phone:

Distribution: Make one copy and send to requesting department.

HR Operations Offices

<p>Campus HR Operations Roosevelt Commons West Box 354963 4300 Roosevelt Way NE Seattle, WA 98195-4963</p> <p>Phone: 206-543-2354 Fax: 206-685-0636</p>	<p>UW Medical Center UWMC BB150 Box 356054 1959 NE Pacific St Seattle, WA 98195-6054</p> <p>Phone: 206-598-6116 Fax: 206-598-4610</p>	<p>Harborview Medical Center Pat Steel Building Box 359715 325 Ninth Ave Seattle, WA 98195-9715</p> <p>Phone: 206-744-9220 Fax: 206-744-9955</p>
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