

## University of Houston College Work-Study Merit Increase Document

All salary increments are to be initiated by the employing department. A College Work-Study Employment Evaluation **MUST** be submitted with this document and both attached to the Personnel Action Request (ePAR). Increases in salary are considered on merit. The increment is not to exceed 10 percent of the hourly rate. Increases for more than that amount must be explained. Raises should not be requested until the employee has been continuously employed by the department a minimum of four (4) months and has been proven capable of the required responsibilities. All merit increments are contingent upon available funding, the student's remaining award, and the approval of the College Work-Study Program Coordinator.

Name: \_\_\_\_\_ myUH ID: \_\_\_\_\_  
Last First MI

Semester/Year: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dept./Agency: \_\_\_\_\_

Location/Address: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Current Pay Schedule: \_\_\_\_\_ Increased Pay Rate: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dept. Supervisor Signature

\_\_\_\_\_

Date

*For College Work-Study Program Use ONLY:*

**Approved**

**Comments:** \_\_\_\_\_

**Disapproved**

\_\_\_\_\_

\_\_\_\_\_

College Work-Study Program Manager



Office of  
Scholarships and Financial Aid  
Office of the Provost