Last Revised: **8/6/2024**
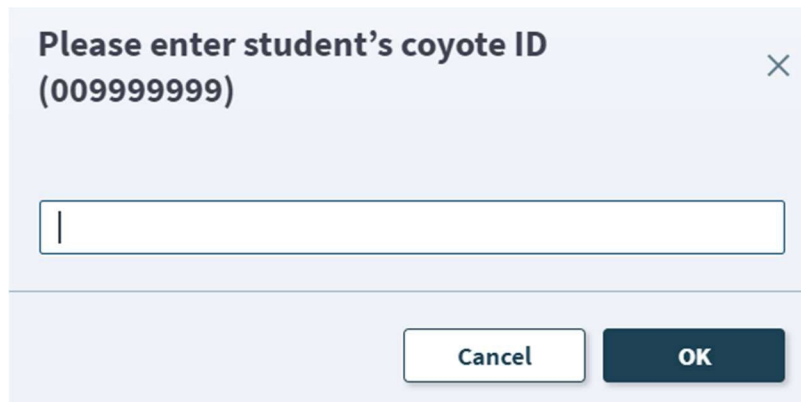
Create a Pay Rate Change Request in Cherwell

Step 1: Navigate to Cherwell through the Student Employment Webpage and select "Student Assistant PayRate Change Request" under Student Assistant Requests.
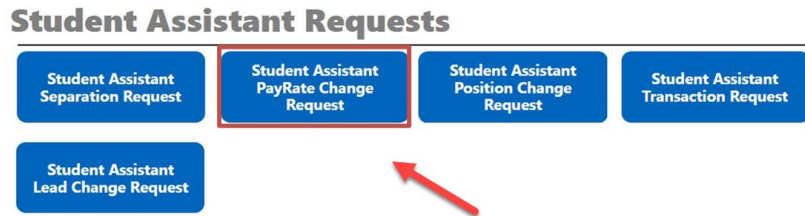
Step 2: Enter the Student's Coyote ID and select "OK".

Step 3: Complete the required elements in the Cherwell request, a detailed justification must be provided. Also, a student Performance Evaluation must be completed and attached with the pay rate request to be considered.

Students who exhibited excellent performance through their documented Performance Evaluations may be awarded compensation increases ranging from $.50 to $1.00 per hour. Compensation increases greater than $1.00 will not be considered.

Step 4: Once Student Employment receives the request, the approval process will be routed to the appropriate personnel.

- Approver 1: Hiring Administrator (MPP)
- Approver 2: Division Budget Approver
- Approver 3: Associate Vice President, Human Resources

When all approvals are received, Student Employment will process the compensation request into PeopleSoft.