



CSU Student Employment Compensation Process

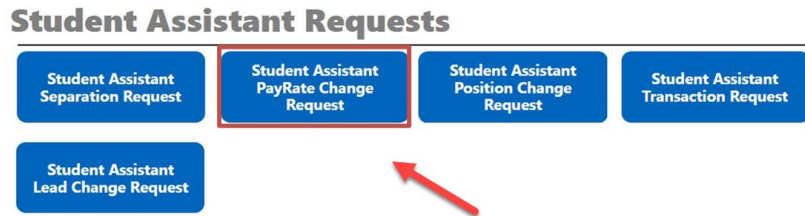
Human Resources

Employment Services

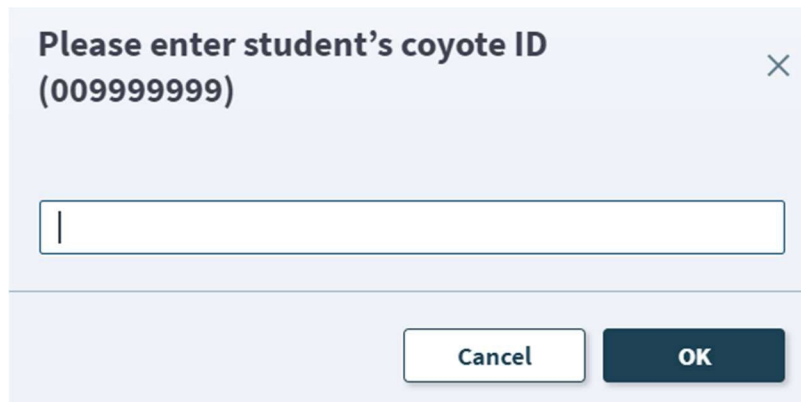
Last Revised: 8/6/2024

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".



The screenshot shows a dialog box titled "Please enter student's coyote ID (009999999)" with a close button (X) in the top right corner. Below the title is a text input field. At the bottom of the dialog box are two buttons: "Cancel" and "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.

Save Cancel Refresh Delete Attach (0) Record 1 of 1 Current Record List Grid

Attach File Remove File Save as Draft Submit HR Request ID: [REDACTED]

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO Student Employment Human Resources

Assistant Pay Rate Update Request

Current Information

Employee's ID: [REDACTED] First Name: [REDACTED] Last Name: [REDACTED]

Requested Information

From

Employee's Department: (Select One)

Hourly Rate: \$0.00

Job Code:

Position Title:

Position Number:

To

Requested Hourly Rate: Effective Date: \$0.00 / /

Justification:

Student Employment may ask you to provide an updated description of duties with this request.

Save as Draft Submit

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

Approvals

Send Approvals Resend Approvals

Amount of Approvers: 4

Approvers	Approvers Email	Stat
1: Cody Coyote ...		✘
2: Cody Coyote ...		✘
3: Cody Coyote ...		✘
4: Cody Coyote ...		✘

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