

Student Hourly Special Rate Request

Advance approval must be obtained from Human Resources prior to posting a job, making an offer, or increasing a student hourly employee to an hourly rate of **\$20.01** or more regardless of funding source. To expedite this request, please submit by email to HR at **employ@ku.edu** and cc your departmental budgetary or administrative authority. HR will notify departments and cc'd interested parties within (2) working days after receipt. You may attach a separate sheet if necessary.

Date:	Department Name:	
Dept Contact/Name, Phone/Email:		
Student Name:		
Position #:		
Appointment Date (may be estimated):		
Requested Pay Rate:	New Hire?	Increase?

Attach a copy of the position description or provide a brief description of the duties below.

Is this request based on the nature of the job?

Is this request based on the applicant's or current employee's qualifications?

If yes, please describe the knowledge, skills, and abilities this individual brings to the position and how they relate to the job.

Other information that will aid in making the rate determination (optional).

- a) No offer is to be made until HR has approved the rate requested or has determined another rate.
- b) Form should be sent to **employ@ku.edu**.
- c) The department is to copy their departmental budgetary and/or administrative contact at the time of submission to HR.