



The University of Memphis

Memphis, Tennessee 38152

Student Employment
104 Wilder Tower

Voice: (901) 678-3708
FAX: (901) 678-5902

Payrate Justification Form

Memorandum

To: Student Employment Office

From: \_\_\_\_\_

Re: Student's Name \_\_\_\_\_
Social Security Number \_\_\_\_\_
Banner U ID \_\_\_\_\_
Position No \_\_\_\_\_ Org No \_\_\_\_\_ Index No \_\_\_\_\_

Date: \_\_\_\_\_

This memo is to justify paying the above referenced student \$\_\_\_\_\_ per hour, effective \_\_\_\_\_.

- 1. Duties/Responsibilities of position:
2. Qualifications/Experience/Education of referenced student

\*Any wage over \$12.00 an hour must have approval from the Financial Aid Director and the department's head.

Dept. Head, Dean, Director, or Manager

Financial Aid Director

Date

Date