Wage Change Form Instructions

Begin by filling out the name of the manager responsible for the employee for whom the change is being requested.

Name of the staff member for whom the change is being requested.

Colleague ID of the staff member for whom the change is being requested.

I have engaged with my Human Resources Director, and this form is reflective of that conversation:

The primary purpose for this change request is (select one):

Choose the purpose for the change form from the drop-down options. If none are appropriate, choose “other” and write the reason on the line under the dropdown.

By clicking “Yes” at this step, you are confirming that you have engaged with the Human Resources Director for your department.

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List the number of hours that the staff member works per day.

If the staff member for whom a change is being requested works less than 12 months per year, please list the months that the staff member does not work.

Note the date that you would like the requested change to be effective.
The direct manager, budget manager (if applicable to your department), and department head are required for all change requests.

If the pay increase requested is 6% or above, the Dean/Vice President/Division Leader signature is required.

If the MRR (Market Reference Range) increase being requested is an increase of more than two levels, the Provost/EVP/CFO signature is required.

Once all the necessary signatures have been obtained by the requestor, please send to hr@seattleu.edu for HR Director approval and processing. Once the HR Director has approved the change, they will sign and the change and form can be processed.