MORENO VALLEY COLLEGE

# PROMOTION REQUEST FORM

Moreno Valley College
Student Employment

Mark all that apply: Clear Form

FWS ☐ Department ☐ Calworks ☐

Student Name – As Printed on Social Security Card (Please Print) _____

XXX - XX- _____
Last Four Digits of Social Security Number

Hiring Site Name _____ Location

Student ID # _____

Supervisor Name _____ Phone # and Extension

Department Budget Code #1 _____

Department Budget Code #2 _____

Department Budget Code #3 _____

Department Budget Code #4 _____

New rate requested $_____ Old Position Title: Student Aide New Position Title: Student Aide
**(Must have a Position Request Form on file)**

Reason for Increase: ❑ Added duties ❑ More advanced skills required to complete new tasks

Supervisor's Signature: _____ Date: _____

**** Please Note: It may take one or two full pay cycles for a pay increase to take effect ****

## Office Use Only

**STUDENT INFO**

CGPA _____

Current/Last Enrolled Units _____ Term _____

**Federal Work Study (FWS)**

_____ - _____ / _____ = _____
Award Amount YTD Earnings Pay Rate Balance of Hours

OC AMR AMC CS LT
Program (Circle One)

**Calworks (CWS)**

_____ - _____ / _____ = _____
Award Amount YTD Earnings Pay Rate Balance of Hours

**DEPARTMENT-FUNDED:**

Budget Code #1 Allocation: _____YTD Earnings: _____ Current Projected Earnings= _____ *(YTD Mthy Avg_____ x 12 mths)* ❑ OK ❑ Transfer Required
Projected Raise Difference _____Per Hour x 80Hours/Month x _____ = $_____+ Current Projected Earnings $_____=$_____
*(Remaining Months)*
$_____

Budget Code #2 Allocation: _____YTD Earnings: _____ Current Projected Earnings= _____ *(YTD Mthy Avg_____ x 12 mths)* ❑ OK ❑ Transfer Required
Projected Raise Difference _____Per Hour x 80Hours/Month x _____ = $_____+ Current Projected Earnings $_____=$_____
*(Remaining Months)*
$_____

Budget Code #3 Allocation: _____YTD Earnings: _____ Current Projected Earnings= _____ *(YTD Mthy Avg_____ x 12 mths)* ❑ OK ❑ Transfer Required
Projected Raise Difference _____Per Hour x 80Hours/Month x _____ = $_____+ Current Projected Earnings $_____=$_____
*(Remaining Months)*
$_____

Budget Code #4 Allocation: _____YTD Earnings: _____ Current Projected Earnings= _____ *(YTD Mthy Avg_____ x 12 mths)* ❑ OK ❑ Transfer Required
Projected Raise Difference _____Per Hour x 80Hours/Month x _____ = $_____+ Current Projected Earnings $_____=$_____
*(Remaining Months)*
$_____

Effective Payroll: _____ ❑ Pending Transfer # _____ for budget(s) # _____

Approved ❑ Denied ❑ Signature: _____ Date: _____
Student Employment Specialist/Director/Dean

**Original to Student Employment ◆ Copy to Supervisor**