

## Pay Rate Justification Form

Student appointees are temporary employee's assigned responsibilities that are acquired through the development of work experience from previous job history or through on-site training. Appointment as a Student Assistant is intended to:

- a. Enable students to cover part of their expenses while attending school;
- b. Provide work experience; and
- c. Support the employing department's operational and organizational needs;

Student assistants paid more than double of Florida's current minimum wage (*more than \$16.10/hour*) must submit a Pay Rate Justification form.

If the student to be hired is a graduate student the academic unit should refer to the UF Employment of Graduate Students Guiding Principles at the following website: <http://www.graduateschool.ufl.edu/faculty--staff/resources/policy-links/>

Employee Name: \_\_\_\_\_ UF ID: \_\_\_\_\_

Please choose one: Undergraduate      Graduate

Pay Rate Requested: \_\_\_\_\_ /hour  
*If the requested pay rate is less than the current pay rate in Job Data, this change **MUST** be explained in the comments section of this form.*

College/Department: \_\_\_\_\_  
Supervisor/Faculty Name: \_\_\_\_\_  
Department Phone Number: \_\_\_\_\_

Job Duties/Responsibilities:

Education & Work Experience:

Comments:

### Department Acknowledgment

- I have read the above information and I understand and acknowledge the services performed by this employee to be under a student salary plan.
- I certify the employee named above is not to perform services outside of the job duties and responsibilities described herein.

\_\_\_\_\_  
Printed Name  
Chair, Director, or Graduate/Undergraduate Coordinator (no delegate allowed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date