

Financial Aid/Student Employment Office
103 John Wilder Tower

Office: (901) 678-5774
FAX: (901) 678-5902

Payrate Justification Form

Memorandum

To: Student Employment Office

From: _____

Re: Student's Name _____
Social Security Number _____
U ID Number _____
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 \$16.00 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