



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
Student Salary Change Form



TO: Human Resources Office

EMPLOYEE ID / W#: _____

LAST NAME: _____ FIRST NAME: _____ INITIAL _____

EMPLOYED BY: _____ SUPERVISOR'S NAME: _____
(area/office)

POSITION CODE: _____ COLLEGE: LAS POSITAS CHABOT

STUDENT PAYROLL TITLE: (check below)

Campus Safety Laboratory Assistant Library Clerk Student Clerk Tutor Other: _____

STUDENT IS EMPLOYED UNDER: (program)

CalWorks Campus Safety District DSPS EOPS Fed Work Study
 LRC Tutorials (TLC) Other: _____

CHANGE CATEGORY FROM _____ TO _____.

Student has worked _____ hours and is now eligible to be moved from step _____ to _____.

NOTE: Student must work a minimum of 200 hours before they are eligible for a step increase.

The salary category and /or step change for the following student it to be effective the 16th of the month beginning _____
(month/year)

 (Administrator's Signature of Approval)

 (Date)

Input by HR: _____ Date: _____
 HR (p:/student /change form)