

*date*

**MEMORANDUM**

**TO:** Ms. Annette L. Shenkir  
Associate Vice President for Research Enterprise Business Services

**SUBJECT:** Student Employee

Employee: UIN: Effective Date:  
Unit:  
Current Title & Title Code:  
Current Hourly Rate: Proposed Hourly Rate:  
Funding Account(s):  
Justification:

*Provide a brief summary explaining why this action is warranted.*

Attachments:  Revised PD ([Sample PD](#))  
 [Student Evaluation](#)

**APPROVALS**

**FROM:** \_\_\_\_\_ *Supervisor Name, Title* \_\_\_\_\_ X \_\_\_\_\_

<b>For questions, contact:</b>			<b>Submit this form and supporting documentation to:</b>	
Stacy Cohn	458-8459	scohn@tamu.edu	Research Enterprise Business Services	
Renee Weidemann	845-2060	r-weidemann@tamu.edu	2403 TAMU	
Jessica Beck-Guerrero	458-5790	jbguerrero@tamu.edu	or email to	
Or refer to the Division of Research			<a href="mailto:vpr-hr@tamu.edu">vpr-hr@tamu.edu</a>	
<a href="#">Student Employee Hiring and Pay Scale Procedures</a>				