

Request for Salary Increase/Salary Approval

Name: _____ Today's Date: _____

Employee ID #: _____ Anticipated Start Date: _____

Current Position Title: _____

Current Salary Plan (Rank): _____ Current Acct. #: _____ Current Object Code: _____

Position Title Moving to or Hired: _____

New Position Salary Plan: _____ New Position#: _____ New Position Account #: _____

Current Pay: _____ Requested Pay: _____ Variance Amt.: _____

Budgeted Base Funding Needed:

Variance Amt.: _____ Benefits Amt.: _____ Total Funding: _____

Budget Position # to Support Salary Increase and Benefits:

Position#: _____ Salary: _____ Acct. #: _____ Object Code: _____

Justification:

APPROVED:

Dept. Chair/Director/Date:

College Dean or Director/Date:

Director of Human Resources/Date:

Vice Chancellor/Vice Chancellor of Acad. Affairs Date:

Vice Chancellor for Finance/Date:

Chancellor/Date: