****(APPROPRIATE LETTERHEAD)

 **MEMORANDUM**

 Date

**TO:** (Appropriate Vice President or Provost and Executive Vice President)

**THROUGH:**  Damon Slaydon (Upper Band or over Maximum)
Vice President for Human Resources and Organizational Effectiveness

Brian Payne (Lower Band, Middle Band & Excluded)

Director, Classification and Compensation

**FROM:**

**SUBJECT:** Equity Increase

**Position ID & Title:**

**Employee Name:**

**Employee UIN:**

**Current Salary:**

**Proposed Salary and Percentage Increase:**

**Proposed Effective Date of Salary Adjustment:**

{DEPARTMENT} is requesting approval of an Equity Increase for {EMPLOYEE} in accordance with [University Rule 31.01.01.M2 Salary Increases not Awarded Through the Regular Budget Cycle](https://rules-saps.tamu.edu/PDFs/31.01.01.M2.pdf) and [University Rule 31.01.01.M7 Employee Compensation Administration](https://rules-saps.tamu.edu/PDFs/31.01.01.M7.pdf). Requests for an out-of-cycle salary adjustment should be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next budget cycle. Equity increases are typically approved during the budget cycle for an effective date of September 1.

{Provide justification}.