**DIVISION OF HUMAN RESOURCES &**

**ORGANIZATIONAL EFFECTIVENESS**

**Hiring Salary Adjustment Comment Template**

**INSTRUCTIONS:** This template is to be followed when submitting a “Request Compensation Change” business process in Workday using the reason “Hiring Salary Adjustment”.

*Starting below the line, please copy and paste the following information into the comments box of Workday when submitting a “Request Compensation Change” process intended to grant a Hiring Salary Adjustment.*

**Position ID & Title:**

**Employee Name:**

**Employee UIN:**

**Employee Hire Date:**

**Current Salary:**

**Proposed Salary:**

**Proposed Effective Date of Salary Adjustment:**

{DEPARTMENT} is requesting approval of a Hiring Salary Adjustment for {EMPLOYEE} in accordance with [University Rule *31.01.01.M7, Employee Compensation Administration*](https://rules-saps.tamu.edu/PDFs/31.01.01.M7.pdf). Provide a justification statement indicating that the employee’s specific skills and experience are above the minimum qualifications for the position}.

The department certifies that the increases is given within six (6) months after the end of the six (6) months of service for newly hired, internally promoted or reclassified employees who have specific skills and experience above the minimum qualifications required for their position. The increase is not based on performance. Internal equity with other positions in the department was considered for implementation of this Hiring Salary Adjustment.