**DIVISION OF HUMAN RESOURCES &**

**ORGANIZATIONAL EFFECTIVENESS**

**Job-Related Skill Enhancement Comment Template**

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

*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 Job-Related Skill Enhancement.*

**Position ID & Title:**

**Employee Name:**

**Employee UIN:**

**Date Degree, Certificate, License, etc. was Awarded:**

**Name of Degree, Certificate, License, etc.:**

**Current Salary:**

**Proposed Salary:**

**Proposed Effective Date of Salary Adjustment:**

{DEPARTMENT} is requesting approval of a Job-Related Skill Enhancement Increase for {EMPLOYEE} in accordance with [Standard Administrative Procedure *31.01.01.M7.05, Job-Related Skill Enhancement Pay*](https://rules-saps.tamu.edu/PDFs/31.01.01.M7.05.pdf).

The department certifies that the employee took the initiative through their own efforts to increase their job worth and significantly enhance their value to their organization by obtaining a degree, certificate, license or other evidence of completion of a prescribed program. The increase is given within six (6) months of the date the certification is awarded. The department verified the authenticity of the degree, certificate, license or other evidence of completion of a prescribed program presented by the employee. The employee has a "meets expectations" or higher overall rating on the most recent Performance Review, and the employee has not received a Job-Related Skill Enhancement Pay increase within the last twelve (12) months.