****(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

**FROM:**

**SUBJECT:** Hiring Salary Adjustment – Upper Band or over Maximum

**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 a Hiring Salary Adjustment that is in the upper band or exceeding the pay plan maximum 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.