



Compensation Changes - PILOT Use Only

Employee Name: \_\_\_\_\_ Employee UIN: \_\_\_\_\_
Current Classification: \_\_\_\_\_ Supervisor: \_\_\_\_\_
College/School/Division: \_\_\_\_\_

Employee Compensation Details

Position ID & Title: \_\_\_\_\_
Current Monthly/Hourly Rate: \_\_\_\_\_ Proposed Monthly/Hourly Rate: \_\_\_\_\_ Percent Increase: \_\_\_\_\_
Costing Allocation: \_\_\_\_\_ Proposed Effective Date of Increase: \_\_\_\_\_

Action Type Requested:

- Counter-Offer - attach offer letter and provide justification in the box below.
Hiring Salary Adjustment - provide justification in the box below (cannot be performance based)
Job Related Skills Enhancement Pay - attach a signed degree verification form or a copy of the certification.
Out of Cycle Merit (Anything other than a 9/1 effective date) - provide justification in box below
One-Time Payment Merit Raise (add to base)
Temporary Salary Increase: Position ID & Title of Vacant Pin: \_\_\_\_\_ End Date: \_\_\_\_\_
Market Adjustment - only after approved review by HROE's Classification and Compensation. Attach verification of review.
Equity Adjustment - only after approved review by HROE's Classification and Compensation. Attach verification of review.
Other Salary Adjustment - please provide as much detail about the requested adjustment in the box below.

Internal Justification/Additional Information (1000 character limit below - attached additional pages as needed)

[Empty box for internal justification/Additional Information]

Approval and Review Signatures

By signing below, the individual attest that the information on this form is accurate and in compliance with the university rules, procedures, and guidelines.

Finance Review: \_\_\_\_\_ Print Name Signature Date
SRS Review (as needed): \_\_\_\_\_ Print Name Signature Date
HROE HUB Review: \_\_\_\_\_ Print Name Signature Date
Department Head Approval: \_\_\_\_\_ Print Name Signature Date
Dean/Vice President Approval (or designee): \_\_\_\_\_ Print Name Signature Date
VP-HROE / VP-R Approval (or designee) as needed: \_\_\_\_\_ Print Name Signature Date
Executive VP and Provost (or designee) as needed: \_\_\_\_\_ Print Name Signature Date