



### Request for Staff Compensation Change

Employee Name \_\_\_\_\_ Employee UIN \_\_\_\_\_  
 Department Name \_\_\_\_\_ Supervisor Name \_\_\_\_\_

**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 proof of offer and provide justification in the box below.*
- Job Related Skills Enhancement Pay – *attach a signed degree verification form or a copy of the certification.*
- Out of Cycle Merit (anytime other than a 9/1 effective date)
  - One-Time Merit Payment: Dollar Amount \_\_\_\_\_ (provide justification in the box below.)
  - Merit Raise (add to base pay) (provide justification in the box below.)
- Temporary Salary Increase: Position ID & Title of Vacant Pin: \_\_\_\_\_ End Date: \_\_\_\_\_
- Market Adjustment – *only after approved by HROE’s Classification and Compensation. Attach verification of review.*
- Equity Adjustment - *only after approved by HROE’s Classification and Compensation. Attach verification of review.*
- Other Salary Adjustment –*provide as much detail about the requested adjustment in the box below.*

**Internal Justification/Additional Information (attach additional pages as needed)**

**Approval and Review Signatures**

By signing below, the individual attests that the information on this form is accurate and in compliance with the university rules, procedures, and guidelines. If approvals and/or reviews are obtained outside of this form, list the approver/reviewer’s name under the applicable Print Name line and indicated see attached.

Department Head Approval:	Print Name	Signature	Date
HROE HUB Review:	Print Name	Signature	Date
Finance Review:	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
Provost (or designee) as needed:	Print Name	Signature	Date
Additional Approval (as needed):	Print Name	Signature	Date