

## **REQUESTS FOR SALARY ADJUSTMENTS**

All requests for salary adjustments require the submission of a Salary Action form. These adjustments include the following: Base plus fifteen percent exceptions, salary supplements, promotional increase exceptions, retentions, and adjustments for assumption of additional responsibilities in cases where a change in title is not appropriate. The effective date of the salary adjustment must coincide with the date the personnel action is effective. Approval from the originating department representative, the appropriate Dean or vice president, and the relevant senior vice president is required.

After all required approvals of the request have been obtained, the personnel report and budget amendment are submitted to the Budget Division along with a copy of the Salary Action form and any other documentation. Since Board of Regents approval must be obtained before a salary adjustment can be granted, personnel reports should be submitted as early as possible once a salary adjustment is contemplated. Budget amendments and personnel documents should be routed as follows:

### **Faculty and administrative officers with equivalent faculty rank**

Forward the budget amendment, personnel report, the Salary Action form, any other required documentation, and the administrative supplement form (if needed) to the Faculty Affairs Office. Faculty Affairs will submit the request to the Board of Regents for approval. Please adhere to the deadlines provided by Faculty Affairs and note the lead time that is required. If the salary adjustment is scheduled to go into effect prior to the date the Board approves the request, the employee will receive back pay on the first pay date after the Board approves the salary change. In these cases, personnel reports should be prepared to reflect the back pay.

### **Non-classified and classified staff**

Forward the budget amendment, personnel report, the Salary Action form, and administrative supplement form (if required) to the Budget Office. The Budget Division will obtain Board of Regents approval for the request. A personnel report must be submitted to the Budget Division before the salary increase is scheduled to become effective