

Date submitted



Office use only			
P	F&A	VPAA	EA

Request for Salary Action

Human Resources

Requesting action:

Tracking number

- Above "annual entry maximum"
- Mid-year increase
- Promotional salary increase exception
- Counter offer
- Salary supplement
- Other

Department _____ College/school/division _____

Budget position # _____

Payment account type: (check all that apply)

Name of employee _____

- Resident Instruction
- Other State (not grant)
- Restricted
- Auxilliary

Name of requestor _____

Justification:

This request is submitted with the understanding that the position is mission critical and all funds associated with the request are available and are not required to meet any budget reductions or program redirections.

Approvals:

Department representative

Signature of department representative

Dean or VP

Signature of dean or VP

President or name of senior VP

Signature of president or senior VP

- After all signatures have been obtained, forward this completed form to Human Resources.
- **Exception:** Units under the Provost should obtain the Dean or VP signature, then forward to the Academic Fiscal Affairs Office.