

Date submitted



Office use only			
P	F&A	VPAA	EA

# Request for Salary Action

Human Resources

## Requesting action:

Tracking number

- Base plus 15% exception
- 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 Budget Review Office.