

UGA Request for Salary Approval (RSA) Form for Faculty/Staff

Tracking #

Request Type

- ☐ Internal equity*
- ☐ Retention*
- ☐ Market adjustment*

- ☐ Promotional increase above BOR threshold*
- ☐ New hire above UGA entry max*
 - Mid-year increase
- ☐ Other _____

* see page 2 for required documentation

Employee Information

Request Date:	College/Unit Name:
Employee's Name:	Department Name:
BCAT:	Supervisor Name:
UGA Hire Date:	Supervisor Job Title:

Proposed Effective Date:	Previous FY FTE Base Salary (or hire rate if new):
Current Job Title:	Proposed Job Title:
Current FTE Annual Salary:	Proposed FTE Annual Salary:
Proposed Increase %:	Cumulative FY Increase %:

Funding

- ☐ Resident Instruction
- ☐ Restricted
- ☐ Auxiliary
- ☐ Other State (not grant)

Eligibility

To be eligible for an increase, the employee must meet the following criteria:

- ☐ Successful completion of 180-day probationary period in current position
- ☐ Received a satisfactory or better rating on the most recent performance review on file
- ☐ Have no active formal disciplinary actions.

Required Signatures

I have reviewed this request and determined that the increase request meets the internal policies and criteria established to warrant the recommended adjustment. I understand that in the event this adjustment represents a cumulative fiscal year increase greater than or equal to ten percent above the percentage increase authorized in the Board's annual salary and wage administration policy, it must be approved in advance by the Chancellor. The required signatures below indicate support for this pay exception and confirmation that this pay exception will not result in salary equity issues, budget deficiencies, or requests for supplemental funds.

Employee Supervisor

Signature of Employee Supervisor Date

Department Head or Director

Signature of Department Head or Director Date

Dean, Vice President, or University Librarian

Signature of Dean, Vice President, or University Librarian Date

Central HR Representative (*for staff only*)

Signature of Central HR Representative Date

Signature of Provost (*if required*)

Signature of President (*if USG pre-approval required*)

Justification

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

Internal Equity: Must attach copy of salary report utilized to make this determination. Include information on all affected and/or comparison groups.

Retention: Must attach copy of offer letter and justification of critical skills impact to the institution.

Market Adjustment: Must attach copy of market analysis report.

Promotional Increase/New Hire Exception: Must attach salary report and/or market analysis used to make this determination – see Internal Equity and Market Adjustment above