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| Date |  | | | | | | | | | | Dept ID | | | | | | |  | | | | Department | | | | | | |  | | | | | | | | | | |
| Employee name | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | Empl ID | | |  | | | | | | |
| Current job title | | | | | | | | |  | | | | | | | | | | | | | | | | | Current salary | | | | | | | $ | | | | | | |
| Date of last performance review | | | | | | | | | | | | | | | | |  | | | | | | | | Met standards or above 🞎Yes 🞎No | | | | | | | | | | | | | | |
| *For those with visa status, the terms of the visa may not permit a change, or may require government approval before the change may be made. Please check one of the following:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎F1/opt, 🞎j-1, 🞎h-1b, 🞎o-1, 🞎tn, 🞎other, 🞎not applicable. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposed job title | | | | | | | | | |  | | | | | | | | | | | | | | | | | | Proposed salary | | | | | | | | | $ | | |
| ***Business reason for the change in job duties*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Type reason here) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Supervisor Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Empl ID | | | |  | | | | | | | | | | | | Name | | | |  | | | | | | | | | | | | | | | | | | | |
| Email | |  | | | | | | | | | | | | | | | | | | Phone | | | |  | | | | | | | | | | | |  | | | |
| *If this increase is being paid by departmental funds, has the increase been included in your budget?* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎Yes | | 🞎No *If no, provide funding source for salary increase* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Approvals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisor | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Date | | | |  | | | | |
| Mgmt Ctr/Dept Head | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | Date | | | |  | | | | |
| Mgt Ctr Budget Office | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | Date | | | |  | | | | |
| Mgt Ctr Budget Office | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | Date | | | |  | | | | |
| 🞎Org chart attached | | | | | | | | | | | | | | | 🞎Job description attached | | | | | | | | | | | | Date sent to HR | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For Human Resources Use** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jobcode | | |  | | | | | | | | | Job Title | | | | | | |  | | | | | | | | | | | | | | | | | | | SG |  |
| Empl Class | | | | | | |  | | | | | | | Effective Date | | | | | | |  | | | | | | | | New Salary | | | | | $ | | | | | |
| Approver | | | | |  | | | | | | | | | | | | | | | | | | Date confirmation sent | | | | | | | | | | |  | | | | | |
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