

Salary In-Range/Grade Adjustment Request
Managerial, Professional, Supervisory & Confidential Staff¹ (MPSC)
and Administrative Staff² (URA-AFT)

<input type="text"/>	<input type="text"/>
Employee Name	Department
<input type="text"/>	<input type="text"/>
Range/Grade	Payroll Title

Recommended Salary Adjustment

Current Annual Salary	<input type="text"/>
% Increase (should not exceed 10%)	<input type="text"/>
New Annual Salary	<input type="text"/>

Reason for Adjustment

(Check all that apply, explain in detail below)

<input type="checkbox"/> Additional Duties	<input type="checkbox"/> Lateral transfer to new position
<input type="checkbox"/> Counteroffer	<input type="checkbox"/> Equity

Rationale for In-Range/Grade Salary Adjustment: (Please submit additional information on next page.)

Requestor

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date
<input type="text"/>	<input type="text"/>	
Email Address	Telephone	

Chair/Department Head

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

Vice President/Chancellor

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

This request should be submitted to University Human Resources with appropriate concurrent signatures.
The requestor named above will receive email notification of approval of this payroll action.

<input type="text"/>	<input type="text"/>	For UHR Use Only	Effective Date:
UHR Review - Please Print	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="text"/>

1. Policy 60.4.10 (V) - Salary adjustments for Managerial, Professional, Supervisory and Confidential Staff
2. URA-AFT Negotiations Agreement - Article 39 (V) - Salary Adjustments

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Rationale for In-Range/Grade Salary Adjustment: (continued)