

Proposed Effective Date:

Off-cycle Salary Increase Request Template and Routing Process

Name of Employee: Current Position: Current Salary: Month Basis (9 or 12): Requested New Salary: Requested Salary (% increase): Requested Salary (% increase): By this employee's position description current? Did the employee fully meet or exceed the expectations for the position? Y N Summary of Employee's Education, Training, and total relevant work experience (or attached resume/vita): 1. Education: 2. Training/certifications: 3. Total relevant work experience: Summary of Justification:	<u>Department/Unit</u> :	Name	e of Supervisor:
Current Salary: Month Basis (9 or 12): Requested New Salary: Other (non-performance, explain under justification Requested Salary (% increase): Retention Is this employee's position description current? Pate of Last Performance Review: Did the employee fully meet or exceed the expectations for the position? Y N Summary of Employee's Education, Training, and total relevant work experience (or attached resume/vita): 1. Education: 2. Training/certifications: 3. Total relevant work experience:	Name of Employee:	<u>Empl</u>	oyee ID #:
Month Basis (9 or 12): Requested New Salary: Requested Salary (% increase): Is this employee's position description current? Did the employee fully meet or exceed the expectations for the position? Summary of Employee's Education, Training, and total relevant work experience (or attached resume/vita): 1. Education: 2. Training/certifications: 3. Total relevant work experience:	<u>Current Position</u> :	<u>Num</u>	ber of Years in Position:
Requested New Salary: Requested Salary (% increase): Retention Is this employee's position description current? Date of Last Performance Review: Did the employee fully meet or exceed the expectations for the position? Y N Summary of Employee's Education, Training, and total relevant work experience (or attached resume/vita): 1. Education: 2. Training/certifications: 3. Total relevant work experience:	<u>Current Salary:</u>	<u>Type</u>	of Increase:
Requested Salary (% increase): Is this employee's position description current? Y N Date of Last Performance Review: Did the employee fully meet or exceed the expectations for the position? Y N Summary of Employee's Education, Training, and total relevant work experience (or attached resume/vita): 1. Education: 2. Training/certifications: 3. Total relevant work experience:	Month Basis (9 or 12):		Equity
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	 (or attached resume/vita): 1. Education: 2. Training/certifications: 3. Total relevant work experience: 	<u>total re</u>	levant work experience

Submit your Off-cycle Salary Increase Request Form through DocuSign with the followin	g
signing order:	

1. Unit Leader Approval – signature: date:	:
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- 2. CAS-Deans Approval Signing Group signature: _____ date: ____
- 3. Curtis Flynn cc
- 4. Position Descriptions Signing Group cc