



## Request for Salary Increase

Please complete this form to request a salary increase for equity or retention requests. This form should not be used for merit or exemplary performance of an employee.

Please attach appropriate supporting documents for the requested adjustment as outlined in the Standard Operating Procedures.

Department/Unit		
Employee Name		
ID #		
Classification		
Position number		
Date of hire in current classification		
Date of last pay adjustment		
Last pay adjustment reason		Merit
		Internal or external equity
		Retention
Current annual salary		
Requested annual salary		
Requested % increase		
Requested effective date		
Reason for salary increase request		Internal equity
		External equity
		Retention
Funding index-activity code		
Funding type (E&G/Grant/Gift)		

\_\_\_\_\_  
 Supervisor Signature Date

\_\_\_\_\_  
 Unit Lead/Department Head Signature Date

\_\_\_\_\_  
 Adrienne Wonhof Date  
 Director of Administration & Operations  
*on behalf of the Dean's Office*