

If an increase is effective between July 1st - September 30th of any year, the employee will not be eligible for a merit increase that year.

Department

Requester Name

Requester E-mail

Employee Name

Employee ID

Current Job Code

If job code is changing, requested new job code:

Justification

Effective Date

Requested Salary

Is this due to a counter-offer, compression or equity concern?

Yes

No

If yes, please provide context and explanation to why a counter-offer, compression or equity adjustment is needed:

Supervisor/PI Signature

Research Faculty HR Initial

Dean, Institute Director, or Designee Signature