|  |
| --- |
|  |
| 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 |  |
|  |