



Compensation Adjustment Form

Employee Name _____

Title _____ Department _____

Current Salary/Hourly Rate _____

Proposed Effective Date _____ Proposed Salary _____

Funding Source (Cost Center, Designated Gift or Grant, Fund, & Function)	Percentage Allocated

Proposed One-Time Bonus (*\$5000 limit/fiscal year for classified staff; the greater of \$5000 or 10% of base salary/fiscal year for University staff*) _____

Proposed Base Salary Increase (*15% limit for classified staff*) _____

Reason for Adjustment

- Change in Duties/Responsibilities
- New Degree/Certification
- Internal Salary Alignment
- Counter Offer (written offer MUST be attached)
- Special Project
- Temporary Pay

Justification

Please provide details regarding the adjustment (i.e., the additional duties being assumed, the new degree or certification and how it will help the department, the priority to the institution, etc.).

Required Approvals

Supervisor/Department Head	Date
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Vice Chancellor	Date
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Human Resources	Date
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Budget Office	Date
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Chancellor	Date
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**Compensation Adjustment Form
Instructions**

- This form is to be used for full-time (either exempt or non-exempt) STAFF employees only.
- This form must be used for adjustments to an employee's base pay OR for a one-time bonus.

Instructions

1. Complete the following fields on the form: Employee Name, Title, Department, Current Salary or Hourly Rate, Proposed Effective Date (must be the beginning of a pay period), and Proposed Salary (only if an adjustment is being made to base pay).
2. Enter the funding source(s) and the percentage of salary paid from each source.
3. Enter either the bonus amount or the amount for the base salary increase. Please note the following limits:

	Classified Staff	University Staff
Bonus	\$5000/ fiscal year	Greater of \$5000 or 10% of base salary/fiscal year
Base Salary Adjustment	No official limit – discuss with VC and HR for guidelines	15% limit

4. Identify the reason for the adjustment and provide further details in the justification section.
5. Obtain the appropriate approvals in the order listed on the form.