This form is to be completed and submitted for approvals for a student salary increase that is above the salary range midpoint or is for any student salary increase within the same job code. Salary increases involving a grant related funding source would require ORSP approval. ***Please include resume of incumbent* and list of other employees with the same job code within the department**.

**Date of Request:** Click or tap to enter a date. **Proposed Effective Date of Request:** Click or tap to enter a date.

**Department:**       **Business Unit:**

**Person Requesting Student Salary Increase:**       **Phone Number:**

Incumbent Information:

**EMPLID ID Number:**       **Employee Name:**       **Classification:**

Position Information:

|  |  |
| --- | --- |
| **Current** | **Proposed** |
| **Start Date**  | Click or tap to enter a date. | **Start Date**  | Click or tap to enter a date. |
| **Position Job Code** |       | **Position Job Code** |       |
| **Position Title** |       | **Position Title** |       |
| **Standard Hours** |      | **Standard Hours** |      |
| **Salary Rate (Hourly, Salary)** |      | **Salary Rate (Hourly, Salary)** |      |

Funding Information:

**Current Funding Source Number:**       **Proposed Funding Source Number:**

**Justification for Salary Increase:**

**

**Student Employees in department with same Job Code**:

|  |  |  |
| --- | --- | --- |
| **Name**  | **Salary rate**  | **Start Date**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Approvals:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Department Head/ Chair Date:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Dean/ Vice President Date:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***ORSP (if grant funded) Date***