Colorado State University
Office of Budgets

REQUEST FOR EQUITY AND SPECIAL SALARY INCREASE FORM
Fiscal Year 2015-2016

Name [   ]   Employee Id[1] [   ]

Department/ Org Name & Number [   ]

Budget Dept. Number[2] [   ]   Assignment Number[3] [   ]

Effective Date [   ]   People Group [   ]

Title [   ]   Employment Category [   ]

Current Base Salary [   ]   Salary Basis [   ]

Funding Sources and Percentages   (example: EG=50%;   EXPSTA=10%;   SPONPR=40%)

[   ]

[1] Enter the 9 digit numeric employee id number (from the Oracle HRMS system).

[2] The budget department number is referred to as the salary authority department in Oracle HRMS.

[3] Employees may have one or more active (concurrent) assignments each of which have a salary. Please only use the primary assignment number (from Oracle HRMS) for which you are requesting a salary change.

Anyone receiving a special and/or equity increase must also receive at least the university average merit percentage increase. Equity raises for Faculty must be related to outliers within the Individual Equity Study.

Proposed Merit Increase $ [   ] and % [   ]   Proposed FY16 Salary [   ]

Equity Increase Request $ [   ] and % [   ]   Notes:

Special Increase Request $ [   ] and % [   ]   [   ]

Total Increase $ [   ] and % [   ]

Justification (attach additional page if more space is needed)

[   ]

Program/Service Impacts of this Reallocation

[   ]

Department Approvals _____   Date _____

Dean/Vice President Approvals _____   Date _____

Provost/ President Approval _____   Date _____

Central Review Process _____   Date _____

Action Taken _____   Date _____

Version 02/03/15