



# REQUEST FOR EQUITY AND SPECIAL SALARY INCREASE FORM

## Fiscal Year 2014-2015

Name  Employee Id<sup>1</sup>

Department/ Org Name & Number

Budget Dept. Number<sup>2</sup>  Assignment Number<sup>3</sup>

Effective Date  People Group

Title  Employment Category

Current Base Salary  Salary Basis

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

<sup>1</sup> Enter the 9 digit numeric employee id number (from the Oracle HRMS system).

<sup>2</sup> The budget department number is referred to as the salary authority department in Oracle HRMS.

<sup>3</sup> 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 \$	<input type="text"/>	and %	<input type="text"/>	Proposed FY15 Salary	<input type="text"/>
Equity Increase Request \$	<input type="text"/>	and %	<input type="text"/>	Notes: <input type="text"/>	
Special Increase Request \$	<input type="text"/>	and %	<input type="text"/>		
Total Increase \$	<input type="text"/>	and %	<input type="text"/>		

**Justification** (attach additional page if more space is needed)

**Program/Service Impacts of this Reallocation**

Department Approvals _____	Date _____
College/Unit Approvals _____	Date _____
Provost/Vice President Approval _____	Date _____
Central Review Process _____	Date _____
Action Taken _____	Date _____