

REQUEST FOR EQUITY AND SPECIAL SALARY INCREASE FORM

Fiscal Year 2008-2009

Name	<input type="text"/>	Employee Number ¹	<input type="text"/>
Department Name/Unit	<input type="text"/>		
Dept. Number	<input type="text"/>	Budget Dept. Number	<input type="text"/>
		Assignment Number ²	<input type="text"/>
Effective Date	<input type="text"/>	People Group	<input type="text"/>
Title	<input type="text"/>	Employment Category	<input type="text"/>
Current Base Salary	<input type="text"/>	Salary Basis	<input type="text"/>
Funding Sources and Percentages (example: 1-3=50%; 1-5=10%; 5-3=40%)			
<input type="text"/>			

¹ Enter the numeric employee number (from the Oracle HRMS system). Do not use the SSN or PID.

² Employees may have one or more active (concurrent) assignments each of which have a salary. Indicate the assignment number (from the Oracle HRMS) for which you are requesting a salary change. Changing salaries for more than one assignment requires a separate form for each assignment number.

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

Proposed Merit Increase \$	<input type="text"/>	and %	<input type="text"/>	Proposed FY09 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	_____