

**EXECUTIVE COMPENSATION PLAN
HUMAN RESOURCES TRANSACTION FORM**

SECTION I: Submission Information *(Requests may only be submitted by College Presidents or an authorized designee)*
Submissions must include: Justification letter requesting approval from president of college, job description as per CUNYfirst template, Curriculum Vitae or Resume of person, and current and proposed organization charts. For titles Vice President and higher, the CV must be redacted and a Board Resolution must be submitted in Word (.doc) format.
Other documents such as offer letter, Travia form, termination notice, resignation letter, calculated annual leave record, etc., should be included, as necessary.

Date of Submission Request submitted by Tel.
 College E-mail

SECTION II: Employee Information

Last Name First Name Middle Initial

Please check as applicable:

Appointments	<input type="text"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Leaves	<input type="text"/>	Start Date	<input type="text"/>	End Date	<input type="text"/>
Termination	<input type="text"/>	Reason	<input type="text"/>	Start Date	<input type="text"/>
<input type="radio"/>	Severance	Amount	<input type="text"/>		
<input type="radio"/>	Annual Leave	Start Date	<input type="text"/>	End Date	<input type="text"/>
<input type="radio"/>	Travia Leave	Start Date	<input type="text"/>	End Date	<input type="text"/>
<input type="radio"/>	Retirement	Start Date	<input type="text"/>		
<input type="radio"/>	Contract Title Change	Start Date	<input type="text"/>		
<input type="radio"/>	Functional Title Change	Start Date	<input type="text"/>		
Salary change	<input type="text"/>	Start Date	<input type="text"/>		
Other	<input type="text"/>				

Current	Proposed
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<input type="radio"/> Acting	Contract Title <input type="text"/>	<input type="radio"/> Acting	Contract Title <input type="text"/>
Current CUNYfirst Title	<input type="text"/>	Proposed CUNYfirst Title	<input type="text"/>
Job Code	<input type="text"/>	Job Code* Attach request form, if blank	<input type="text"/>
Department	<input type="text"/>	Department	<input type="text"/>
Current Salary	<input type="text"/>	Proposed Salary*	<input type="text"/> <input type="checkbox"/> *Check if proposed salary is above range
		JOB Posting ID #	<input type="text"/> <input type="checkbox"/> Search Waiver
Name of Previous Incumbent	<input type="text"/>	Contract Title of Previous Incumbent	<input type="text"/>

OHRM USE ONLY

Signature

Date Approved Date rejected Modified and approved Date

Notes and Comments