

**Office of Chief Administrative Officer  
Request For Employee Salary Approval**

OCAO Staff Office							
Position Title/Series/Payband:							
Funding Source:							
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	New Position
Name of proposed hire:							
Current job/location/position:							
Current Salary Compensation:		\$ _____					
<small>(Most recent W-2 and last 2 pay stubs or other indication of current salary are required)</small>							
Salary Bonus/Relocation Cost <small>(justification required)</small>		\$ _____					
Recommended Salary Determination <small>(justification required)</small>		\$ _____					
Justification (proof of current salary attached):							
<b>Supervisor Signature</b>						<b>Date</b>	
<b>Division/Office Director Signature</b>						<b>Date</b>	
<b>CAO/Budget Office Signature</b>						<b>Date</b>	
						\$	
<b>Pay Pool Manager Approval</b>					<b>Approved Salary \$</b>		<b>Date</b>

**Return approved form to Judy Mickens for appropriate action.**

**Copy to: CAO Budget  
Supervisor**