

Department \_\_\_\_\_ Position Number \_\_\_\_\_  
 State Job Title/Rank \_\_\_\_\_  
 Effective Date of Action \_\_\_\_\_ Ending Date \_\_\_\_\_

(Dates for internal use only - does not imply contractual agreement)

|   |   |  |  |
|---|---|--|--|
| <b>EMPLOYMENT</b>                                     | <b>MISCELLANEOUS</b>  | <b>CLASSIFIED EMPLOYEE PAY ACTIONS</b>             |  |
| <input type="checkbox"/> Admin/Prof Faculty (1121)    | <input type="checkbox"/> Budget Change                      | <input type="checkbox"/> Competitive Salary Offer  | <input type="checkbox"/> In-Band Adjustment  |
| <input type="checkbox"/> Classified, FT* (1123)       | <input type="checkbox"/> Continuation of Grant Funds        | <input type="checkbox"/> Demotion, Involuntary     | <input type="checkbox"/> Base Pay Adjustment |
| <input type="checkbox"/> Classified, PT* (1123)       | <input type="checkbox"/> Educational Leave                  | <input type="checkbox"/> Demotion, Voluntary       | <input type="checkbox"/> Bonus Pay           |
| <input type="checkbox"/> PT Admin/Prof (1145)         | <input type="checkbox"/> Leave With Pay                     | <input type="checkbox"/> Promotion*                |  |
| <input type="checkbox"/> PT Teaching (1145) FTE _____ | <input type="checkbox"/> Leave Without Pay                  | <input type="checkbox"/> Role Change*              | <input type="checkbox"/> Change in Duties    |
| <input type="checkbox"/> Resident Director (1141)     | <input type="checkbox"/> One-Time Pay (Students) (1141)     | <input type="checkbox"/> Downward                  | <input type="checkbox"/> New KSAs, and/or    |
| <input type="checkbox"/> Teaching Faculty (1126)      | <input type="checkbox"/> One-Time Pay (All Others) _____    | <input type="checkbox"/> Lateral                   | competencies from educ,                      |
| Tenure Track: Yes ___ No ___                          | <input type="checkbox"/> Pay Change (Faculty/Students/Wage) | <input type="checkbox"/> Upward                    | certification, etc.                          |
| <input type="checkbox"/> Wage Hire* (1141)            | <input type="checkbox"/> Reassignment (Faculty & Students)  | <input type="checkbox"/> Temporary Pay             | <input type="checkbox"/> Internal Alignment  |
| <input type="checkbox"/> 1500-Hour Wage               | <input type="checkbox"/> Recognition Bonus Pay (1131)       | <input type="checkbox"/> Transfer, Competitive*    | <input type="checkbox"/> Retention           |
| <input type="checkbox"/> Student Wage                 | <input type="checkbox"/> Return from Leave                  | <input type="checkbox"/> Transfer, Non-Competitive |  |
| <input type="checkbox"/> Temporary (<= 120 Days)      | <input type="checkbox"/> Supervisor Change                  |  |  |
|   | <input type="checkbox"/> Wage Continuation (1141)           |  |  |

\*May require written justification  
 Blanket Request. Number of positions: \_\_\_\_\_

SECTION I. PERSONAL INFORMATION

SS# \_\_\_\_\_  
 Name \_\_\_\_\_  
Last First MI  
 Address \_\_\_\_\_  
Street No. City State Zip Code  
 Work Location \_\_\_\_\_ Phone \_\_\_\_\_  
Building Room Number P. O. Box  
 Supervisor \_\_\_\_\_ Supv Position No. \_\_\_\_\_

SECTION II. FUNDING/PAYMENT

Requested Salary or Wage Rate/Hour \$ \_\_\_\_\_ Bonus Pay Amount \$ \_\_\_\_\_  
 Current/Previous Salary \$ \_\_\_\_\_ Percent Increase/Decrease Requested \_\_\_\_\_ %  
 Total percentage of in-band adjustment and increases for role changes for current FY \_\_\_\_\_ %  
 Budget Code \_\_\_\_\_ % / \_\_\_\_\_ % / \_\_\_\_\_ %  
 Comments/Explanations/Special Pay Instructions: (number of pays and pay method) \_\_\_\_\_

SECTION III. SPONSORED PROGRAMS APPROVAL: (REQUIRED ONLY IF POSITION IS SUPPORTED BY SPONSORED PROGRAMS FUNDS)

Project Director/Account Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Sponsored Programs \_\_\_\_\_ Date \_\_\_\_\_

SECTION IV. SIGNATURE APPROVAL

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Appointing Authority \_\_\_\_\_ Date \_\_\_\_\_  
(Dean, Director, or higher level)  
 Vice President \_\_\_\_\_ Date \_\_\_\_\_  
 President \_\_\_\_\_ Date \_\_\_\_\_  
(Required if Vice President is appointing authority)  
 Budget \_\_\_\_\_ Date \_\_\_\_\_  
 Human Resources \_\_\_\_\_ Date \_\_\_\_\_

HR Use Only: Role Code: \_\_\_\_\_ Box ID: \_\_\_\_\_ Departmental Contact/Date: \_\_\_\_\_