



# Salary Increase Worksheet

Date:

Please use this form for an employee salary increase request of up to 10% related to merit or additional duties. Such increases do not need approval from HR Compensation.

**Note: Increase requests related to Equity or Market will require HR Compensation review and approval.**

<b>Employee Name:</b>	<input type="text"/>	<b>Position Number:</b>	<input type="text"/>
<b>Employee ID:</b>	<input type="text"/>	<b>Job Code:</b>	<input type="text"/>
<b>Department:</b>	<input type="text"/>	<b>College/Division:</b>	<input type="text"/>
<b>Requestor Name:</b>	<input type="text"/>	<b>Requestor Title:</b>	<input type="text"/>
<b>Current Rate:</b>	<input type="text"/>	<b>\$ Increase:</b>	<input type="text"/>
<b>Requested Rate:</b>	<input type="text"/>	<b>% Increase:</b>	<input type="text"/>

**Type of Request:**    Off-Cycle Merit    Additional Duties

Additional Information for Additional Duties:    *Permanent*    *Temporary – End Date:*

## Briefly Describe

- List specific duties/meritorious performance that warrant the increase.**

Note: It is recommended that staff receive regular career conversations as support documentation for a meritorious performance increase.

- Explain how the request will positively affect internal equity.**

Include details as to where this request will place the employee relative to others in the same position and within the department, college/division and University. Also include previous increases the employee has received in the last 12 months.

- List similarly mapped staff who may be eligible for additional compensation.**

- Explain any impact on the unit, if any, that might arise after the increase is implemented.**

Use additional sheet if necessary.

## Confirm the Following

- The incumbent meets the eligibility of off-cycle merit or additional duties detailed in the [Compensation Administration Guidelines](#) (PDF).
- A review of internal equity within department, college/division and University has been completed.

<b>College/division reviewed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Reviewer:</b>	<input type="text"/>
<b>HR Partner reviewed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Reviewer:</b>	<input type="text"/>