



Position and Salary Action Request Form

Date:

Section 1: Type of Request

<input type="checkbox"/> Bonus Compensation	<input type="checkbox"/> Interim Salary Adjustment (End)	<input type="checkbox"/> Market Salary Adjustment
<input type="checkbox"/> Competency Level Change	<input type="checkbox"/> IT Position Level Change	<input type="checkbox"/> Position Org Transfer
<input type="checkbox"/> Equity Salary Adjustment	<input type="checkbox"/> Lateral Transfer	<input type="checkbox"/> Position Reclassification
<input type="checkbox"/> Establish Position	<input type="checkbox"/> LEO Career Progression Step	<input type="checkbox"/> Position Title Change
<input type="checkbox"/> Extra Duty	<input type="checkbox"/> LEO Education Supplement	<input type="checkbox"/> Retention/Sign-On Bonus
<input type="checkbox"/> Horizontal Transfer	<input type="checkbox"/> LEO Position Change	<input type="checkbox"/> Other
<input type="checkbox"/> Interim Salary Adjustment (Begin)	<input type="checkbox"/> Mandatory Status	

Section 2: Employee/E-Class/Position DetailsFTE: Full-Time Part-Time FLSA: Exempt Non-Exempt **Employee Class Type:**

Employee Name:

Banner ID:

Current Classification Title:

Position Number:

Proposed Classification Title:

Proposed Position Number:

Current Competency Level:

Anticipated Effective Date:

Proposed Competency Level:

Supervisor Position Number:

Supervisor Name:

Division:

Department:

Salary Change Detail						
Annual	Monthly	One Time Payment	Amount	Number of Installments:	Total Payment:	
Current Salary:		Proposed Salary:		Amount of Salary Change:		Percent of Salary Change:

Section 3: Justification (brief statement or submit justification memo)**Section 4: Budget Information** Auxiliary Funds Grant Non-State Funds State Funds

% Funding Allocation	Amount	Fund	Org	Account	Program

Total Amount:

Total %

Section 5: Approval Signatures**Human Resources Signatures**

	Name	Signature	Date		Name	Signature	Date
Chancellor (if applicable)				Class and Comp	Sheila Wright Zeigler		
COO (if applicable)				HRIS	Sharon Soles		
CFO (if applicable)				Records	Jaquavious Truesdale		
Supervisor/Manager							
Department/Unit Head							
Provost							
Vice Chancellor							
Division Budget Authority							
Budget/Contracts and Grants Office							

***Important: Final effective dates are determined by the Office of Human Resources**