



Position and Salary Action Request Form

Date:

Section 1: Type of Request

<input type="checkbox"/> Academic Rank Change	<input type="checkbox"/> Faculty Position Org Transfer	<input type="checkbox"/> Market Salary Adjustment
<input type="checkbox"/> CIP/Discipline Code Change	<input type="checkbox"/> Faculty Position Reclassification	<input type="checkbox"/> Months of Service
<input type="checkbox"/> Establish Position	<input type="checkbox"/> Faculty Position Title Change	<input type="checkbox"/> Promotion
<input type="checkbox"/> Extra Duty	<input type="checkbox"/> Faculty Retention/Sign-On Bonus	<input type="checkbox"/> Tenure
<input type="checkbox"/> Faculty Salary Adjustment	<input type="checkbox"/> Interim Assignment Begin	<input type="checkbox"/> Other
<input type="checkbox"/> Faculty Equity Salary Adjustment	<input type="checkbox"/> Interim Assignment End	

Section 2: Faculty/E-Class/Position Details

FTE: ____ Full-Time Part-Time FLSA: Exempt Employee Class Type:

Faculty Name:

Current Academic Rank:

Proposed Academic Rank:

Anticipated Effective Date:

Supervisor Name:

College/Department:

Banner ID:

Position Number:

Proposed Position Number: _____

End Date:

Supervisor's Position Number:

Division:

Salary Change Detail							
<input type="checkbox"/> Annual	<input type="checkbox"/> Monthly	<input type="checkbox"/> One Time Payment	Amount	<input type="text"/>	Number of Installments:	<input type="text"/>	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)				Employment	Essence Floyd		
CFO (if applicable)				HRIS	Sharon Soles		
Dean				Records	Jaquavius Truesdale		
Department Chair/Unit Head							
Supervisor/Manager							
Provost							
Division Budget Authority							
Budget/Contracts and Grants Office							

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