

NEW HIRE SALARY/APPOINTMENT EXPLANATION

Refer to the Compensation Policy

Employee Name: _____ Employee ID: _____
 Department: _____ Funding #: _____
 E&G C&G Aux Agency/Local
 Job Title: _____ Position #: _____ Pay Band: _____
 Contact Name: _____ Phone #: _____
 Job Offer Amount: \$ _____ Effective Date: _____ Ending Date: _____
 (if applicable)

SALARY INFORMATION: (check appropriate box)

- Determined by Human Resources to be a **lateral** and a salary increase is being requested:
 - Requires approval of a division's higher level manager.
 Acad Affairs – Paul Harlacher; Advancement – Marla Vickers; Central Admin – Marissa Langston; F&A – Renisha Gibbs; Research – Jenn Garye; Student Affairs – Amy Hecht; Clinical Operations – Jeremy Slaga
- Hiring of person (internal or external) in the **2nd quartile** of the job code range:
 - Requires salary analysis conducted by Human Resources (attach analysis to form).
 - Requires approval of a division's higher level manager (above original hiring manager as determined by division)
 Acad Affairs – Paul Harlacher; Advancement – Marla Vickers; Central Admin – Marissa Langston; F&A – Renisha Gibbs; Research – Jenn Garye; Student Affairs – Amy Hecht; Clinical Operations – Jeremy Slaga
- Hiring of person (internal or external) in the **3rd quartile** of the job code range:
 - Requires salary analysis conducted by Human Resources (attach analysis to form).
 - Requires approval of a division's higher level manager (above original hiring manager as determined by division)
 Acad Affairs – Paul Harlacher; Advancement – Marla Vickers; Central Admin – Marissa Langston; F&A – Renisha Gibbs; Research – Jennifer Garye; Student Affairs – Amy Hecht; Clinical Operations – Jeremy Slaga
- Hiring of person (internal or external) in the **4th quartile** of the job code range though the maximum:
 - Requires salary analysis conducted by Human Resources (attach analysis to form).
 All divisions – Requires approval of the division's Vice President or designee.

APPOINTMENT INFORMATION:

<input type="checkbox"/> Emergency or Temporary Appointment (USPS)	<input type="checkbox"/> Change in Assignment
<input type="checkbox"/> Trainee (USPS only, below minimum)	<input type="checkbox"/> *Overlap – Period Amount \$ _____
<input type="checkbox"/> Provisional or Visiting Appointment (A&P)	<input type="checkbox"/> Other _____

SALARY/APPOINTMENT EXPLANATION:

Print _____ Sign _____ Date _____
 Division's Higher Level Manager

Print _____ Sign _____ Date _____
 Vice President or Designee

Print _____ Sign _____ Date _____
 Renisha Gibbs, Associate Vice President for Human Resources (*Required for Overlap Approval)