



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
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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
- ☐ 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
- ☐ 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
- ☐ 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)