

**UNIVERSITY HUMAN RESOURCES DEPARTMENT
NEW HIRE SALARY/APPOINTMENT EXPLANATION**

Refer to the Compensation Policy

Employee Name: _____ **Employee ID:** _____

Department: _____ **Funding #:** _____

Job Title: _____ **Position #:** _____ **Pay Band:** _____

E&G SRAD Aux Agency

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. F&A – Kyle Clark; Academic Affairs – Paul Harlacher; Research – Olivia Pope; etc.

- 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) Academic Affairs - Paul Harlacher; Research – Olivia Pope; etc.
 - F&A Only - NO salary explanation form for 2nd quartile, only prior approval by Assistant, Associate VP or Controller.

- 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) F&A - Kyle Clark and the appropriate Associate VP or Chief of Staff; Academic Affairs - Paul Harlacher; Research – Olivia Pope; etc.

- 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).
 - F&A- Kyle Clark and the appropriate Associate VP or Chief of Staff; Other 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