



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 SRAD Aux Agency

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. 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:

- Emergency or Temporary Appointment (USPS)
- Trainee (USPS only, below minimum)
- Provisional or Visiting Appointment (A&P)
- Change in Assignment
- *Overlap – Period Amount \$ _____
- Other _____

SALARY/APPOINTMENT EXPLANATION:

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

Print _____ Sign _____ Date _____
 Vice President or Designee

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