

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)