Salary In-Range/Grade Adjustment Request
Managerial, Professional, Supervisory & Confidential Staff¹ (MPSC)
and Administrative Staff² (URA-AFT)

Employee Name

Department

Range/Grade

Payroll Title

Recommended Salary Adjustment
Current Annual Salary

% Increase (should not exceed 10%)

New Annual Salary

Reason for Adjustment

(Check all that apply, explain in detail below)

- Additional Duties
- Counteroffer
- Lateral transfer to new position
- Equity

Rationale for In-Range/Grade Salary Adjustment:
(Please submit additional information on next page.)

Requestor

Name

Signature

Date

Email Address

Telephone

Chair/Department Head

Name

Signature

Date

Vice President/Chancellor

Name

Signature

Date

This request should be submitted to University Human Resources with appropriate concurrent signatures.
The requestor named above will receive email notification of approval of this payroll action.

For UHR Use Only

Approved

Not Approved

Effective Date:

UHR Review - Please Print

Date

1. Policy 604.10 (V) - Salary adjustments for Managerial, Professional, Supervisory and Confidential Staff
2. URA-AFT Negotiations Agreement - Article 39 (V) - Salary Adjustments
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Managerial, Professional, Supervisory & Confidential Staff\(^1\) (MPSC)
and Administrative Staff\(^2\) (URA-AFT)

Rationale for In-Range/Grade Salary Adjustment: (continued)