

THE CITADEL REQUEST FOR SALARY INCREASE / DECREASE

I. REQUESTING DEPARTMENT

Select Appropriate Action: Salary Increase Salary Decrease

Type of Salary Change (select one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Additional Duties Increase | <input type="checkbox"/> Retention Increase | <input type="checkbox"/> Performance Decrease |
| <input type="checkbox"/> Additional Skills Increase | <input type="checkbox"/> Promotion Increase | <input type="checkbox"/> Reclass, Decrease or Demotion |
| <input type="checkbox"/> Reclassification Increase | <input type="checkbox"/> Temporary Salary Increase | <input type="checkbox"/> Removal of Additional Duties |
| <input type="checkbox"/> Performance Increase | <input type="checkbox"/> Career Ladder (PPLT) | <input type="checkbox"/> Sabbatical Decrease |

Justification:

Employee's Name:

Position Number:

Department:

Classification Title:

Proposed Salary:

Index to be charged:

_____ Supervisor _____ Date

_____ Department Head _____ Date _____ Department, + Vice President or Provost _____ Date

II. HUMAN RESOURCES

Employee's Current Salary:

Class Code/Band:

% of Requested Salary Adjustment:

Citadel Average Salary:

State Average Salary:

Current Funded Amount:

Approved Salary of \$ _____

Effective Date: _____

Comments:

_____ HR Director / Manager _____ Date

III. FINANCE DEPARTMENT

IV. HUMAN RESOURCES

Approved Funding of \$:

Date Banner Entered:

Date Tracked:

Comments:

Date HRIS Entered:

Date copy scanned:

Date filed:

_____ VP Finance or Budget Director _____ Date

_____ HR Manager

_____ HR Assistant