|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Bear Number** |  |
| **Job Title** |  | **Position Number** |  |
| **Department Name** |  | **% Increase** |  |
| **Current Band** |  | **$ Increase** |  |
| **Current Base Salary** |  | **Requested Effective Date of Change** |  |
| **Requested Base Salary** |  | **HR Review** |  |

**Reason for Change:**

☐Retention ☐Counteroffer ☐Compression ☐Internal Equity ☐Salary Inversion

**Required Documents:**

☐Updated PDQ

☐Updated Org Chart

☐Pay Equity Salary Structure Analysis – provided by HR

**Summarize the need for change in pay (**including whether duties are new functions or assumed from another role)**:**

Click or tap here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name VP Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date VP Signature Date

**For HR Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received Request | HR Representative | Pay Band | Job Family |
| Recommended Salary Range | |  | |