



Increase Worksheet

Please use this form to request up to a 10% employee salary increase related to merit or additional duties.

Employee Name:	<input type="text"/>	Position Code:	<input type="text"/>
Department:	<input type="text"/>	College/Division:	<input type="text"/>
Requestor Name:	<input type="text"/>	Requestor Title:	<input type="text"/>
Current Rate:	<input type="text"/>	\$ Increase:	<input type="text"/>
Requested Rate:	<input type="text"/>	% Increase:	<input type="text"/>

Type of Request:

- Additional Duties
- Off-Cycle Merit

HR Notes:

Briefly Describe:

1. List specific duties/meritorious performance that warrant the increase. *(It is always recommended that staff receive regular career conversations as support documentation for a meritorious performance increase.)*
2. Explain how the request will positively affect internal equity. Include details as to where this request will place the employee relative to others in the same position within the department, college/division and the university, and previous increases employee has received in the last 12 months.
3. List similarly mapped staff who may be eligible for additional compensation.
4. Explain the impact on the unit, if any, might arise after the increase is implemented.
(use additional sheet if necessary)

Please confirm the following:

- The incumbent meets the eligibility of off-cycle merit or additional duties detailed in the compensation guidelines.
- A review of internal equity within department, college/division, and University has been completed.

.....Do not work below this line. Signatures from COM-T HR Only.....

COM-T HR reviewed: Yes No Reviewer:

COM-T HR reviewed: Yes No Reviewer: