

## Salary Increase & Extra Compensation Authorization Form

<b>Date</b>				
<b>Emplid</b>	<b>Employee Name</b>	<b>Title</b>	<b>College, School or Division</b>	<b>Home Department HR DEPT ID</b>

<b>FLSA Status</b>	Exempt	Non-Exempt
<b>Benefit Eligible</b>	Yes	No
<b>Pay Group</b>	Monthly	Bi-weekly
<b>If Academic, select</b>	9mo	12mo

<b>Job Code</b>	
<b>FTE</b>	
<b>Current Salary</b>	
<b>PT Academic Semester Pay</b>	

Salary Increase Details							
<b>Lump Sum Payment of</b>							
<b>Permanent Payment of</b>		<b>Effective Date</b>					
<b>Temporary Increase of</b>		<b>Not to Exceed</b>		<b>Start</b>		<b>End</b>	

Reason for Request	
	Counter Offer
	Retention
	Reclassification
	Internal Equity/ Market
	Interim Title or Additional Duties
	Additional Course, Credit Hours, or Students
	Award

Funding Information	
Funding Department HR DEPT ID:	
	Fully Gift Funded
	Fully Grant Funded
	Fully Endowed w/Designated Funds
MoCode Information	
	MoCode
	MoCode

For extra compensation related to TEACHING, increased course load, or number of students, please provide the following details in addition to any other narrative in the justification section.				
Fall/Spring/Summer	Course #	Section	Credit Hours	# of Students

**Is this salary increase accounted for in your current fiscal year salary budget? If no, please attach a funding plan signed by your fiscal officer, for review.**

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**What data do you have to support this request? Does this request reflect not filling a budgeted position? If so, what is the name, title and salary of the person who last held the position?**

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**What additional payments has this employee received in the last 12 months?**

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**Provide information about current research, scholarly, and advising/service-related activities (faculty) OR current administrative duties (staff)**

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### Current Teaching Workload

Fall/Spring/Summer	Course #	Section	Credit Hours	# of Students

### Approvals

HRBP/HRF for Funding Unit	Date	Exec for Funding Unit (Dean, Dir, Unit Head)	Date
Home Department	Date	Provost/VC Human Resources or Designee - <b>FINAL</b>	Date

**APPROVED**

**DENIED**