

**NEW HIRE SALARY/APPOINTMENT EXPLANATION**

*Refer to the Compensation Policy*

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Department: \_\_\_\_\_ Funding #: \_\_\_\_\_  
 E&G  C&G  Aux  Agency/Local  
 Job Title: \_\_\_\_\_ Position #: \_\_\_\_\_ Pay Band: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Job Offer Amount: \$ \_\_\_\_\_ Effective Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
(if applicable)

**SALARY INFORMATION:** (check appropriate box)

- Determined by Human Resources to be a **lateral** and a salary increase is being requested:
  - Requires approval of a division’s higher level manager.  
 Acad Affairs – Paul Harlacher; Advancement – Marla Vickers; Central Admin – Marissa Langston; F&A – Renisha Gibbs; Research – Jenn Garye; Student Affairs – Amy Hecht
- Hiring of person (internal or external) in the **2<sup>nd</sup> quartile** of the job code range:
  - Requires salary analysis conducted by Human Resources (attach analysis to form).
  - Requires approval of a division’s higher level manager (above original hiring manager as determined by division)  
 Acad Affairs – Paul Harlacher; Advancement – Marla Vickers; Central Admin – Marissa Langston; F&A – Renisha Gibbs; Research – Jenn Garye; Student Affairs – Amy Hecht
- Hiring of person (internal or external) in the **3<sup>rd</sup> quartile** of the job code range:
  - Requires salary analysis conducted by Human Resources (attach analysis to form).
  - Requires approval of a division’s higher level manager (above original hiring manager as determined by division)  
 Acad Affairs – Paul Harlacher; Advancement – Marla Vickers; Central Admin – Marissa Langston; F&A – Renisha Gibbs; Research – Jennifer Garye; Student Affairs – Amy Hecht
- Hiring of person (internal or external) in the **4<sup>th</sup> quartile** of the job code range though the maximum:
  - Requires salary analysis conducted by Human Resources (attach analysis to form).  
 All divisions – Requires approval of the division’s Vice President or designee.

**APPOINTMENT INFORMATION:**

- |  |  |
|--|--|
| <input type="checkbox"/> Emergency or Temporary Appointment (USPS) | <input type="checkbox"/> Change in Assignment              |
| <input type="checkbox"/> Trainee (USPS only, below minimum)        | <input type="checkbox"/> *Overlap – Period Amount \$ _____ |
| <input type="checkbox"/> Provisional or Visiting Appointment (A&P) | <input type="checkbox"/> Other _____                       |

**SALARY/APPOINTMENT EXPLANATION:**

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

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_  
 Division’s Higher Level Manager

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_  
 Vice President or Designee

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_  
 Renisha Gibbs, Associate Vice President for Human Resources (\*Required for Overlap Approval)