



REQUEST FOR SALARY APPROVAL
Counteroffer

All salary offers and adjustments for staff titles must be approved by the Dean's Office.
Complete all applicable fields and submit electronically to your personnel analyst.
Incomplete forms will be returned to the department.

Date:

Candidate's Name:

Proposed Title Code:

Original Salary Request: \$

New Salary Request: \$

Is request over mid-range or exception to policy?

*If this request is an exception or over mid-range, it requires Central HR approval

Justification for request:

HR Manager Review:

Date:

Comments:

HR Director Review By:

Date:

Comments:

*If this request is an exception or over mid-range, it requires Central HR approval

Comp Review By:

Date:

Comments: