

Promotional Pay Request

Instructions: Complete the following for promotional pay requests above those allowed by ARSD 55:10:11.13.

Employee name:		Date of request:	
Agency:		Human Resource Manager:	
Employee ID:			
Current Classification and Agency:			
Job ID/Req#:		Job Title:	
Working title (when applicable):			
Current pay rate (\$):		Current pay grade:	
Proposed pay rate (\$):		Promotional pay grade:	
Total Increase (\$):		Total Increase (%):	Proposed compa-ratio:

*compa-ratio = (base pay rate / market value) x 100.0%

Justification: In the space below, please provide reasoning for proposed promotional salary increase. Include information regarding internal equity within your agency.

Promotional Pay Request

	Approved
	Not Approved
	Approved with changes below

Signatures

_____ <i>Supervisor</i>	_____ Date
_____ <i>Division Director</i>	_____ Date
_____ <i>Department Secretary/Bureau Commissioner</i>	_____ Date
_____ <i>Human Resource Manager</i>	_____ Date
_____ <i>Director of Classification and Compensation</i>	_____ Date
_____ <i>Commissioner of Bureau of Human Resources</i>	_____ Date