



# Pay Request

**Instructions:** Complete the following for discretionary pay increases. For multiple requests with the same justifications, list all employees or provide information below in a separate document. For assistance, please contact your Human Resource Manager.

<b>Employee name:</b>		<b>Date of request:</b>	
<b>Agency:</b>		<b>Human Resource Manager:</b>	
<b>Employee ID:</b>		<b>Supervisor:</b>	
<b>Classification:</b>		<b>Pay grade:</b>	
<b>Working title (when applicable):</b>			
<b>Current pay rate: \$</b>	<b>Proposed pay rate: \$</b>	<b>Total Increase (\$):</b>	
<b>Current compa-ratio*:</b>	<b>Proposed compa-ratio:</b>	<b>Total Increase (%):</b>	
<b>Effective date (begin date):</b>		<b>End date (when applicable):</b>	

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

**Type of Increase** - check the box that is most appropriate.

<b>Education/Certification</b>	acquisition of job-related skills or knowledge
<b>Equity</b>	to a level comparable with current employees
<b>Geographic</b>	differing labor supply or demand within local area
<b>New hire</b>	hire rate above 90% of market value
<b>Out of Class Pay</b>	temporarily taking on work from a position of a higher pay grade
<b>Permanent Additional Duties</b>	additional responsibilities with no end date
<b>Promotion</b>	increase above 90% of market value
<b>Retention</b>	countering an employment offer from another employer
<b>Temporary Additional Duties</b>	additional responsibilities with known end date
<b>Other</b>	please describe in justification

**Justification:** In the space below, please provide reasoning for proposed salary increase. (More space available on next page.)



# Pay Request

## Justification (continued)

	<b>Approved</b>
	<b>Not Approved</b>
	<b>Approved with changes below</b>

## Signatures

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