

SALARY RECOMMENDATION FORM

Please complete this form, review with department/division personnel necessary for approval, obtain approvals, and forward to your HR consultant. In addition, please include your division's [salary calculator spreadsheet](#).

The information in the table below should match the requisition being filled.

This request is for a:		Requisition number:	
Department Name:		Position Number:	
Division Name:		Division Number:	
Name of Candidate:		EIN (if applicable):	
Current Job Title:		New Job Code:	
New Job Title:			

Justification

Please provide a brief summary of the justification for this salary request.

Agency Salary Analysis

Current Salary:

Agency Salary Recommendation:

Grade:

Salary Plan:

Minimum:

Midpoint:

Maximum:

Division Approval

By providing approval and electronically signing below, this certifies agreement with this salary recommendation request. At least one approver with control over budget decisions, or that person's designee must sign this form before it is presented to Human Resources.

Preparer

Division Director/Fiscal Manager

OR

Division Designee

Name

Title

**THE SECTION BELOW WILL BE COMPLETED BY HUMAN
RESOURCES**

Additional Comments

Previous Performance Evaluation Scores (if applicable)

Year

Score

HR Recommendations

Approved Annual Salary Amount:

HR Consultant Signature