Guidelines for Memos Requesting Temporary Salary Increase
For Research Personnel

Insert Date

MEMORANDUM

TO: Dr. Karen L. Butler-Purry
Interim Vice President for Research

THROUGH: College Dean

THROUGH: Department Head/Director

FROM: Principal Investigator/Supervisor

SUBJECT: Request for Temporary Salary Increase for {Name-UIN}
University Rule 31.01.01.M4

Memo must include:

- Employee Name, Title, Title Code, PIN, Department
- Current and proposed monthly salary/hourly rate
- Percent increase of proposed rate
- Source of funding (Salary savings will be used to fund a temporary salary increase to the employee who assumes the duties of the vacant position)
- Concise and factual justification statement indicating:
  - The circumstances for requesting this increase
  - The new duties to be performed are clearly different from the duties normally performed by the employee
  - The new duties are not to be performed on a permanent basis
  - The new duties are to be performed for more than thirty (30) days

Attachments must include:

- RPA Form

Revised 6/6/2017