*Insert Date*

**MEMORANDUM**

**TO:** Dr. Jack G. Baldauf

Vice President for Research

**THROUGH:** College Dean

**THROUGH:**  Department Head/Director

**FROM:** Principal Investigator/Supervisor

**SUBJECT:** Request for Hiring Salary Adjustment (>10%) for {*Name-UIN*}

In accordance with University Rule 31.01.01.M7.04 a hiring salary adjustment is requested for …

Memo must include:

* Employee Name, Title, Title Code, PIN, Department
* Date of Hire
* Current and proposed monthly salary/hourly rate
* Percent increase of proposed rate
* Source of funding (account number with function code 15) and its sustainability for future years
* Concise and factual justification statement indicating that the employee’s specific skills and experience are above the minimum qualifications for the position
* Proposed effective date: Requests for a Hiring Salary Adjustment must be submitted within six (6) months immediately following six (6) months of service.

cc: Personnel File