*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 Prevailing Wage (Minimum Rate) Increase for {*Name-UIN*}

In accordance with University Rule 31.01.01.M7-5.5, a pay increase due to a change in minimum rates is requested for …

Memo must include:

* Employee Name, Title, Title Code, PIN, Department
* Current and proposed monthly salary/hourly rate
* Percent increase of proposed rate
* Current (and proposed if different) FTE
* Source of funding (account number with function code 15)
* Statement of justification from ISFS
* Proposed effective date.

Attachment: Email or memo from ISFS

cc: Personnel File