*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 Job-Related Skill Enhancement Pay Increase for {*Name-UIN*}

In accordance with University Standard Administrative Procedure 31.01.01.M7.05, a job-related skill enhancement pay increase 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 (up to 10%)
* Source of funding (account number with function code 15)
* Date and overall score of most recent performance evaluation on file (must be achieves or higher)
* Concise and factual justification statement indicating:
  + That the employee took the initiative through their own efforts to complete a prescribed course of study that is directly related to the position held
  + The employee has a "meets expectations" or higher overall rating on the most recent Performance Review (for guidance, see Standard Administrative Procedure 33.99.03.M0.01, Performance Management and Review Procedure for Non-Faculty Employees) and
  + That the employee has not received a job-related skill enhancement pay increase within the last 12 months
* Date employee completed the certification (The request should be submitted within six (6) months of the date the certification is completed. The effective date for the new rate of pay will be on or after the beginning of the pay period in which the request receives final written approval from the Vice President for Research. No pay increases may be retroactive.)

Attachment: Evidence of completion provided by the employee

cc: Personnel File