*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 Temporary Salary Increase for {*Name-UIN*}

In accordance with University Rule 31.01.01.M7, a temporary salary 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
* Source of funding (account number with function code 15. 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

cc: Personnel File