

Approval must be obtained prior to submitting salary action. To submit, attach approved form to ServiceNow ticket or send via email to salaryactions@uci.edu, subject "Group 3a Approval". Salary actions for policy-covered (non-represented) student employees in staff positions are not subject to this approval process.

Form applicable for:

- New hire appointment salaries (career, contract) if greater than midpoint (or 50<sup>th</sup> percentile) of salary range. (Please attach resume to this request)
- Salary Increases (all base-building actions) greater than 15%.
- Increases upon lateral transfer or transfer to lower grade.
- Stipends more than 12 months in duration and/or exceeding 20% of the current base salary for Group 4 approval.
- Annual salaries at/above \$230K, but below the Indexed Compensation Level (ICL) for Group 4 approval.
- All base-building salary increases and out of class assignments for Represented Staff.

<b>Date of Request</b>		<b>Request For</b>	
<b>Employee Name</b>		<b>Employee ID</b>	
<b>Requestor Name</b>		<b>Requestor Title</b>	

<b>Current Details</b> (Leave blank for new hire salary actions)		<b>Proposed Details</b> (Enter temporary position information for stipends)	
<b>Division</b>		<b>Division</b>	
<b>Department</b>		<b>Department</b>	
<b>Job Code</b>		<b>Job Code</b>	
<b>Payroll Title</b>		<b>Payroll Title</b>	
<b>Working Title</b>		<b>Working Title</b>	
<b>FTE %</b>		<b>FTE %</b>	
<b>Union</b>		<b>Union</b>	
<b>Personnel Program</b>		<b>Personnel Program</b>	
<b>FLSA Status</b>		<b>FLSA Status</b>	
<b>Grade/Step</b>		<b>Grade/Step</b>	
<b>Annual Base Salary</b> <small>(100% FTE) If hourly, calculate annualized salary multiplying by 2088 hours/year.</small>		<b>Annual Base Salary</b> <small>(100% FTE) If hourly, calculate annualized salary multiplying by 2088 hours/year.</small>	
<b>Salary Range</b> <small>(Min \$ or Step 1 - Max \$ or Top Step)</small>		<b>Salary Range</b> <small>(Min \$ or Step 1 - Max \$ or Top Step)</small>	
<b>Supervisor Name</b>		<b>Supervisor Name</b>	
<b>Dean, Vice Chancellor or Associate Chancellor Name</b>		<b>Dean, Vice Chancellor or Associate Chancellor Name</b>	
<b>New Hire Appointment Salaries</b>			
<b>Existing or New Position?</b>		<b>Position in Range</b>	

