September 28, 2022

**MEMORANDUM**

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

 Vice President for Research

**THROUGH:** Mr. Damon G. Slaydon *(when salary is in the Upper Band or over Maximum)*

Vice President for Human Resources and Organizational Effectiveness

 Mr. Brian Payne *(when salary is in the lower band, middle band or excluded)*

 Director, Classification and Compensation

 {SALT Member Name} (*if applicable or if not sender*)

 {SALT Member Title}

 {Director Name} (*if not sender*)

 {Director Title}

**FROM:** {Supervisor Name}

{Supervisor Title}

**SUBJECT:** Request forEquity Increase/Other Salary Adjustment {outside of the budget cycle}

In accordance with [*University Rule 31.01.01.M2 Salary Increases Not Awarded through the Budget Cycle*](https://rules-saps.tamu.edu/rules-saps-library/#section-23-header)and [*University Rule 31.01.01.M7, Employee Compensation Administration*](https://rules-saps.tamu.edu/rules-saps-library/#section-23-header), {UNIT NAME} requests your approval of an equity increase for {**EMPLOYEE NAME**, UIN #########}, {PIN#####}. {Provide justification here to include requisite information}.

|  |  |
| --- | --- |
| **Title and Title Code** |  |
| **Current Salary** |  |
| **Proposed Salary** |  |
| **Percentage Increase of Proposed Salary** |  |
| [**Pay Grade**](https://employees.tamu.edu/compensation/_media/documents/550asystempayplantitlesusedbytamu-alpha.pdf) |  |
| [**Pay Band**](https://employees.tamu.edu/compensation/_media/documents/swpp-pay-grades-tamu.pdf) **of Proposed Salary** | ex. Lower Band |
| **Effective Date** |  |

This requested equity increase will be sourced on account(s) {ACCOUNT #}, which {CHOOSE ONE: currently has sufficient funds available to cover this salary for the remainder of the fiscal year. OR if approved, the Division will work with the unit to provide the additional funds needed.}

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* Justification must include a concise and factual description of the pay inequity as compared to others in the same title and the employee must meet performance criteria.
* Out-of-cycle salary adjustment should be supported by strong evidence of need and a compelling argument as to why the adjustment cannot be accomplished during the next budget cycle (making it effective on September 1).
* Units should work with Rachelle Dudley or Melanie Martin to confirm account and funding information.
* **Ask your HR Professional to review request memo before finalizing for signatures.**

Attachment: Report to show how salary is out of line with others in the department, college, or campus

cc: Personnel file