October 16, 2024

**MEMORANDUM**

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

Vice President for Research

**THROUGH:** Mr. Henry Judah *(for salary in or above Upper Band)*

Interim Vice President for Human Resources and Organizational Effectiveness

{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 to Hire Above the Approved Pay Rate/Range

In accordance with [*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 to extend an offer of employment with a starting salary above the lower band. We have completed the hiring process and have identified {**APPLICANT NAME**} as the successful candidate for the position of {TITLE, TITLE CODE}. {Provide justification here to include requisite information}

|  |  |
| --- | --- |
| **PIN #** |  |
| **Job Requisition #** |  |
| [**Pay Grade**](https://employees.tamu.edu/compensation/_media/documents/550asystempayplantitlesusedbytamu-alpha.pdf) |  |
| **Proposed Starting Salary** |  |
| [**Pay Band**](https://employees.tamu.edu/compensation/_media/documents/swpp-pay-grades-tamu.pdf) **for Proposed Salary** | ex. Middle Band |
| **Proposed Hire Date** |  |

The requested salary 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.}

Attachments: Job Posting, Resume

cc: Personnel file

**Delete this text box before finalizing.**

* Justification must include a concise explanation of why the salary is warranted, how the candidate possesses superior qualifications and experience above those required for this position, and how the candidate compares to others in the Division or on campus.
* 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.**