

## SALARY RECOMMENDATION FORM

*Please complete this form, review with department/division personnel necessary for approval, obtain approvals, and forward to your HR consultant. In addition, please include your division's [salary calculator spreadsheet](#).*

*The information in the table below should match the requisition being filled.*

This request is for a:		Requisition number:	
Department Name:		Position Number:	
Division Name:		Division Number:	
Name of Candidate:		EIN (if applicable):	
Current Job Title:		New Job Code:	
New Job Title:			

### Justification

*Please provide a brief summary of the justification for this salary request.*

**Agency Salary Analysis**

**Current Salary:**

**Agency Salary Recommendation:**

**Grade:**

**Salary Plan:**

**Minimum:**

**Midpoint:**

**Maximum:**

**Division Approval**

*By providing approval and electronically signing below, this certifies agreement with this salary recommendation request. At least one approver with control over budget decisions, or that person's designee must sign this form before it is presented to Human Resources.*

**Preparer**

**Division Director/Fiscal Manager**

**OR**

**Division Designee**

**Name**

**Title**

**THE SECTION BELOW WILL BE COMPLETED BY HUMAN  
RESOURCES**

**Additional Comments**

**Previous Performance Evaluation Scores (if applicable)**

Year

Score

**HR Recommendations**

**Approved Annual Salary Amount:**

**HR Consultant Signature**