UVA WISE

Office of Human Resources

Employee Compensation Adjustment Request Form

Use for a base salary or hourly rate adjustment, temporary pay, one-time bonus, counteroffer, special project pay, or another compensation action. Department and division approvals are completed first, followed by Budget Office review, Human Resources review, and Vice Chancellor for Human Resources approval. In some instances, Chancellor approval may also be required.

1. REQUEST INFORMATION

Employee Name		**Department / Unit**	
Requesting Supervisor		**Responsible Vice Chancellor**	
Current Title		**New Proposed Title (if applicable)**	
Current Salary / Rate		**Proposed Salary / Rate**	
Proposed Effective Date		**Proposed Increase Amount or %**	
Temporary Pay Start Date (if applicable)		**Temporary Pay End Date (if applicable)**	
Employee Category	☐ Faculty ☐ University Staff ☐ Classified Staff ☐ Wage ☐ Temporary		
Adjustment Type	☐ Base Salary / Rate Increase ☐ One-Time Bonus ☐ Temporary Pay ☐ Counteroffer ☐ Special Project Pay ☐ Other: _____		

2. BUSINESS NEED / JUSTIFICATION

Primary Reason	☐ Change in Duties ☐ Internal Alignment ☐ Degree / Certification ☐ Retention / Counteroffer ☐ Special Project ☐ Other: _____
Attachments	☐ Position Description ☐ Org Chart ☐ Funding Support ☐ Other: _____

Brief Justification

Describe the change, institutional need, employee impact, and basis for the requested amount. A short attachment may be used when needed.

3. PROPOSED FUNDING

In Current Budget?	☐ Yes ☐ No	**Recurring Cost?**	☐ Yes ☐ No
Salary Budget Line	☐ Full-Time: _____ *(Indicate Which)* ☐ Wage ☐ OTPS		

Funding Source / Cost Center	Designated / Gift / Grant	Fund	Function	%

Funding percentages must total 100%. Budget Office confirms the available amount and estimated assignment cost on page 2.

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Employee Compensation Adjustment Request Form - Reviews and Approvals

Required routing: Department Head → Responsible Vice Chancellor → Budget Office → Human Resources → Vice Chancellor for Human Resources. Chancellor approval is completed only when enhanced review is required.

4. DEPARTMENT HEAD APPROVAL			
Department Head Signature		**Date**	

5. RESPONSIBLE VICE CHANCELLOR APPROVAL			
Vice Chancellor Signature		**Date**	

6. BUDGET OFFICE REVIEW					
Funding Confirmed?	☐ Yes ☐ No	**Recurring Funding?**	☐ Yes ☐ No	**Time-Limited Funding?**	☐ Yes ☐ No
Budgeted Adjustment Amount		**Estimated Fringe on Adjustment**			
Estimated Total Cost of Adjustment		**Funding End Date (if applicable)**			
Budget Comments / Conditions					
Budget Reviewer Signature		**Date**			

7. HUMAN RESOURCES REVIEW			
Policy Eligible?	☐ Yes ☐ No ☐ Conditions Apply	**Classification Review Needed?**	☐ Yes ☐ No
HR Comments / Conditions			
HR Reviewer Signature		**Date**	

8. VICE CHANCELLOR FOR HUMAN RESOURCES APPROVAL			
Vice Chancellor Decision	☐ Approved ☐ Approved with Conditions ☐ Not Approved ☐ Requires Enhanced Review		
Enhanced Review Reason (if applicable)	☐ New/Unbudgeted ☐ Material Change/Reorganization ☐ Senior Leadership ☐ New Recurring Funding ☐ Other		
Vice Chancellor for HR Signature		**Date**	

9. CHANCELLOR APPROVAL – ENHANCED REVIEW			
Chancellor Decision	☐ Approved ☐ Approved with Conditions ☐ Not Approved ☐ Not Required		
Chancellor Signature (if required)		**Date**	