**CAHNRS Out of Cycle Staff and Temp Faculty Salary Increase Request Form**

[**BPPM 60.12 – AP Policy**](https://policies.wsu.edu/prf/index/manuals/60-00-personnel/60-12-administrative-professional-salary-determination-adjustment/)[**BPPM 60.02 – CS Policy**](https://policies.wsu.edu/prf/index/manuals/60-00-personnel/60-02-classification-reclassification/)

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**Name of person for whom a salary change is being requested:** Click or tap here to enter text.

**Reason/criterion?** Choose one option from the following:

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| [ ]  Retention [ ]  Extraordinary Merit |  | [ ]  Equity | [ ]  Significant Change in Duties  |

**Employee Type:** [ ]  AP [ ]  CS [ ]  Temp Faculty (i.e., Post Doc, Research Assoc.) (not Tenure/Career Track)

**University Title:** Click or tap here to enter text.

**Working Title:** Click or tap here to enter text.

**Name of supervisor for this position:** Click or tap here to enter text.

**Length of Service in CAHNRS:** Click or tap here to enter text.

**Length of Service in current position:** Click or tap here to enter text.

**Date of last increase:** Click or tap here to enter text.

Confirm that the employee has annual reviews on file showing satisfactory performance for the past two years (if applicable): [ ] yes [ ]  no

**Current salary:** Click or tap here to enter text.

**Desired salary:** Click or tap here to enter text.

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| --- | --- |
| **Desired effective date:** Click or tap to enter a date. |  |

*To fill in Funding table, double clicking will pull up table in Excel (X out of Excel when done)*

Click or tap here to enter text.

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**Please add justification for the request:** Click or tap here to enter text.

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**Outline of Process**

* Complete the above form in its entirety
* Review the last two annual reviews. Have they been positive reviews?
	+ Email form and supporting documentation to cahnrs.fa.personnel@wsu.edu.