

## Pay Adjustment Form

Bonuses | Additional Pays | Change in FTE/Scheduled Hours | Pay Rate Changes

Please use this form any time you are submitting a request for a bonus, additional pay, or a salary or schedule adjustment to the Office of Faculty Affairs. Please attach completed form to wasabi submission.

Please note: your action will be rejected without this attachment.

INFORMATION	
<input type="checkbox"/> <b>Bonus</b> <input type="checkbox"/> <b>Additional Pay</b>  Recipient:  HUID:  HSPH title:  Department:  Dollar amount  Coding for expense:  Rationale for <b>payment</b> with summary of context:	<input type="checkbox"/> <b>Salary Adjustment</b> <input type="checkbox"/> <b>Change in FTE/Schedule</b>  Recipient:  HUID:  HSPH title:  Department:  % increase in salary:  Increase to FTE:  Coding for expense:  Rationale for <b>increase</b> (e.g., equity, merit, part of project/grant plan) with summary of context:
REQUIRED	
<b>Department Administrator Signature:</b>  <b>Submitted by:</b>  <b>I attest, by submitting this form, this request is accurate and consistent with School and University policy.</b>	