

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