UNIVERSITY OF TENNESSEE AT CHATTANOOGA

ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

SALARY ADJUSTMENT REQUEST & APPROVAL FORM

Use this form for salary increase requests requiring EMSA review. Complete all applicable fields and attach supporting documentation.

I. EMPLOYEE INFORMATION

Employee Name

Employee ID

Department / Unit

Current Position Title

Grade / Market Range

Supervisor

Department Head / Director

II. REQUESTED SALARY ADJUSTMENT

Current Annual Salary

Current Budgeted Salary

Requested Annual Salary

Dollar Increase (auto)

Requested Effective Date

Funding Source / Accounting String

Funding Type

- ☐ E&G
- ☐ Student Activity Fee
- ☐ Restricted Funds
- ☐ Auxiliary
- ☐ Grant
- ☐ Other

If Other Funding Source, specify

Sufficient Recurring Funding Available?

- ☐ Yes
- ☐ No
- ☐ Requires Reallocation
- ☐ Additional Funding / Approval

III. TYPE OF SALARY ADJUSTMENT

- ☐ Internal Equity Adjustment
- ☐ Market Adjustment
- ☐ Reclassification
- ☐ Promotion
- ☐ Additional Duties / Responsibilities
- ☐ Retention
- ☐ Recruitment / Competitive Offer
- ☐ Salary Compression
- ☐ Organizational Restructure
- ☐ Other

If Other, specify

IV. BUSINESS JUSTIFICATION

Provide a detailed explanation supporting the request, including changes in responsibilities, market data, internal equity, recruitment/retention considerations, organizational changes, or other relevant factors.

V. DEPARTMENT APPROVAL

Department Head / Director Name

Date

Electronic Signature / Approval

Approval Comments

VI. EMSA BUSINESS AFFAIRS REVIEW

Business Affairs Recommendation

- ☐ Recommend Approval
- ☐ Recommend Approval with Conditions
- ☐ Hold Pending Additional Information
- ☐ Do Not Recommend Approval

Business Affairs Comments

Business Affairs Representative

Date

Electronic Signature / Approval

Approval Conditions, if applicable

VII. EMSA EXECUTIVE APPROVAL

Associate / Assistant Vice Chancellor / Designated Executive Review

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Hold Pending Additional Information
- ☐ Not Approved

Approval Comments

Reviewer Name

Date

Electronic Signature / Approval

Approval Conditions, if applicable

VIII. VICE CHANCELLOR REVIEW

Vice Chancellor Review

☐ Approved ☐ Approved with Conditions ☐ Hold Pending Additional Information ☐ Not Approved

Comments / Conditions

Reviewer Name | **Date** | **Electronic Signature / Approval**

IX. HUMAN RESOURCES REVIEW

HR Classification / Market Review Completed?

☐ Yes ☐ No ☐ Not Applicable

HR Recommended Classification

HR Recommended Market Range

HR Recommended Salary

HR Review Date

HR Comments / Recommendations

X. FINAL PROCESSING

Final Approved Salary | **Final Approved Effective Date** | **DASH Transaction Initiated By** | **DASH Transaction Date**

DASH Transaction Request Number

HR Notification Completion Date

XI. REQUIRED ATTACHMENTS

☐ Current Position Description

☐ HR Classification Review

☐ Organizational Chart

☐ Funding / Reallocation Documentation

☐ Other Supporting Documentation

☐ Proposed / Updated Position Description

☐ HR Market Data / Recommendation

☐ Budget Documentation

☐ Comparable Salary Information

If Other, specify

IMPORTANT

Approval of this form does not constitute final authorization to process a salary adjustment in DASH.
The adjustment may not be entered into DASH until all required approvals have been obtained. Retroactive adjustments must identify the proposed effective date and estimated retroactive financial impact and are subject to additional review and approval.

Submission: Submit the completed form and supporting documentation to the EMSA Business Affairs mailbox for review and routing.