

Approval must be obtained prior to submitting salary action. Complete form and submit to your division coordinator. Submit approved forms to salaryactions@uci.edu, subject "PMRC Approval". Salary actions for policy-covered (non-represented) student employees in staff positions are not subject to this approval process.

If internal promotional increase/external new hire salary (as a result of recruitment) is greater than 10% above the previous incumbent's salary (if position was previously filled), select Promo/New Hire more than 10% in "Request For".

If internal promotional increase/external new hire salary (as a result of recruitment) is greater than 25th percentile of salary range (if position is new), select Promo/New Hire more than 25th Percentile in "Request For".

Date of Request:		Request For:	
Employee Name:		Employee ID:	
Requestor Name:		Requestor Title:	

Current Details (leave blank for new hire salary actions)		Proposed Details	
Division		Division	
Department		Department	
Job Code		Job Code	
Payroll Title		Payroll Title	
Working Title		Working Title	
FTE %		FTE %	
Union		Union	
Personnel Program		Personnel Program	
FLSA Status		FLSA Status	
Grade/Step		Grade/Step	
Annual Base Salary (100% FTE) If hourly, calculate annualized salary multiplying by 2088 hours/year.		Annual Base Salary (100% FTE) If hourly, calculate annualized salary multiplying by 2088 hours/year.	
Salary Range (Min \$ or Step 1 - Max \$ or Top Step)		Salary Range (Min \$ or Step 1 - Max \$ or Top Step)	
Funding Duration		Funding Duration	
Fund #		Fund #	
Externally Funded	Yes No	Externally Funded	Yes No
Supervisor Name		Supervisor Name	
Dean, Vice Chancellor or Associate Chancellor Name		Dean, Vice Chancellor or Associate Chancellor Name	

For Internal Promotional Increase/New Hire Salary (as a result of recruitment):

Existing or New Position?		If new position, 25th % tile of salary range	
Internal Promotion or External New Hire		If existing position, previous incumbent's salary	

Change Summary

Annual increase amount: <i>(100% FTE)</i>		Percent increase (percent of current base salary):	
Effective Begin Date:			

Department Justification:

(For reclassifications, reference FastClass case # and justification)

Compensation's Input:

Division Approval:

_____	_____
Manager	Date
_____	_____
Dean / Vice Chancellor / Associate Chancellor	Date

Position Management Review Committee (PMRC) Approval:

☐ Approve, with modification: _____
☐ Approved
☐ Declined

_____	_____
Position Management Review Committee Co-Chair	Date