

Approval must be obtained prior to submitting salary action. To submit, attach approved form to ServiceNow ticket or send via email to salaryactions@uci.edu, subject "Group 3a Approval". Salary actions for policy-covered (non-represented) student employees in staff positions are not subject to this approval process.

Form applicable for:

- New hire appointment salaries (career, contract) if greater than midpoint (or 50th percentile) of salary range. (Please attach resume to this request)
- Salary Increases (all base-building actions) greater than 15%.
- Increases upon lateral transfer or transfer to lower grade.
- Stipends more than 12 months in duration and/or exceeding 20% of the current base salary for Group 4 approval.
- Annual salaries at/above \$230K, but below the Indexed Compensation Level (ICL) for Group 4 approval.
- All base-building salary increases and out of class assignments for Represented Staff.

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

Current Details (Leave blank for new hire salary actions)		Proposed Details (Enter temporary position information for stipends)	
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)	
Supervisor Name		Supervisor Name	
Dean, Vice Chancellor or Associate Chancellor Name		Dean, Vice Chancellor or Associate Chancellor Name	
New Hire Appointment Salaries			
Existing or New Position?		Position in Range	

