University of Nebraska at Kearney

Salary Determination Form

General Information

<table>
<thead>
<tr>
<th>Date:</th>
<th>Working Job Title:</th>
<th>Position #:</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Title Code:</th>
<th>Department Name:</th>
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<tbody>
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Justification for Salary Decision  Note: Provide sufficient detail to clearly show reasons for salary decision.


Type of Salary Action

☐ New Hire  ☐ Transfer

New Hire/Transfer Salary Information

Proposed hiring rate: $

Actions requiring HR consultation/review prior to effecting action:

☐ Temporary Responsibility pay (limited to 20%)  ☐ Voluntary Reduction

Actions requiring HR approval prior to effecting action:

☐ Demotion  ☐ Market Adjustment  ☐ Equity Adjustment  ☐ Other: ________________________________________________

Salary Change Information

<table>
<thead>
<tr>
<th>Old rate of pay:</th>
<th>New rate of pay:</th>
<th>Percentage change:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>%</td>
</tr>
</tbody>
</table>

Effective Date:  Stop date:

Requestor: I have consulted with HR regarding this salary action. ☐ YES  ☐ NO

Requestor and Designated Unit Authority: I certify that the process used to determine this salary was made in accordance with Human Resources guidelines, FLSA, Title VII of the Civil Rights Act of 1964, ADA and other employment laws and regulations

Signatures:

Requestor (Supervisor/Manager): ___________________________ Date: ____________

Dean/Director Approval(s): ___________________________ Date: ____________

Vice Chancellor Approval: ___________________________ Date: ____________

Budget: ___________________________ Date: ____________

Human Resources: ___________________________ Date: ____________

Obtain all approval signatures and forward this form to HR, 1200 Founders prior to submission of Requisition and/or PAF.

Revised 01/05/2017