**COMPENSATION REQUEST FORM – VICE PRESIDENT’S DIRECT REPORTS**
(or any individual reporting directly to the President requesting a compensation change for a direct report)

Use this form to obtain NEW HIRE, COMPENSATION or ONE-TIME PAYMENT approval for personnel reporting directly or through Supervisory Organization inheritance to a Provost or Vice President.

Attach Completed Form to the Appropriate Workday Business Process

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>Z# (If New Hire: N/A):</th>
<th>POSITION #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TITLE:</td>
<td>Z# (If New Hire: N/A):</td>
<td>CLASS CODE:</td>
</tr>
<tr>
<td>CURRENT SALARY (If New Hire: N/A):</td>
<td>PROPOSED SALARY:</td>
<td>PERCENT INCREASE IN SALARY (If New Hire: N/A):</td>
</tr>
<tr>
<td>TIME IN CURRENT POSITION:</td>
<td>EFFECTIVE DATE:</td>
<td>SUPERVISORY ORG NAME and MANAGER:</td>
</tr>
<tr>
<td>FORM PREPARED BY:</td>
<td>PHONE:</td>
<td>EMAIL:</td>
</tr>
</tbody>
</table>

A DETAILED SUMMARY OF CIRCUMSTANCES AND JUSTIFICATION FOR COMPENSATION OR ONE-TIME PAYMENTS IN ALL CATEGORIES BELOW ARE REQUIRED.

**REQUEST COMPENSATION CHANGE/PROPOSE COMPENSATION CHANGE - APPROVAL CATEGORIES**
(Click One)

- Superior Performance
- Retention
- Counter Offer
- Career Development
- **Salary Compression/Equity**
- Other

- Additional Duties (Requires PD Update)
- Reclassification (Same Position Number)
- Promotion or Crossover to AMP/SP (New Position Number)
- Recruitment Job Change
- Reassignment/Lateral
- Allowance/Other

**REQUEST ONE-TIME PAYMENT – APPROVAL CATEGORIES**
(Click One)

- Performance Payment
- Bonus (Per Contract)
- Relocation Payment
- Research Participant

Amount $ __________

The One-Time Payment Amount is: (please check one)
- before Federal withholding and FICA taxes are deducted
- after Federal withholding and FICA taxes are deducted; total dollars $ __________

needed (Gross Up): __________
(contact the Payroll Manager to determine amount needed after taxes)

** A compensation study completed by FAU Classification and Compensation must be attached

Updated 11/18/2019