**Log #: \_\_\_\_\_**

**Exempt Staff Only**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Submission** | | | | | | | |
| An in-range adjustment may be requested (for exempt staff only) to establish equitable salary relationships.  In-range adjustment requests must include consideration of all of the following; availability of funding,  employee’s job related qualifications, performance, and internal equity.  For filled unrestricted funded positions, requests are submitted in conjunction with the annual Budget Cycle.  The college/division/community college will submit all internally approved request’s for review in a single  packet to Compensation Services no later than the annual Budget Cycle deadline.  For complete instructions, visit [In-Range Adjustment Request - Instruction and General Information Sheet](http://hrsdev.nmsu.edu/wp-content/uploads/2013/04/C_I_In-Range_Adjustment_Request_IG_Info_Sheet.doc) | | | | | | | |
| **1. Current Position Information** | | | | | | | |
| Position #: | | Position Title: | | | | Position FTE: | |
| Aggie ID: | | Employee Name: | | | | Budgeted Salary: | |
| **2. Proposed In-Range Adjustment Amount** | | | | | | | |
| Proposed Budgeted Salary:      Note: in-range adjustments are funded by the initiating department | | | | | | | |
| **3. Justification for In-Range Adjustment** | | | | | | | |
|  | | | | | | | |
| **4. Position Budget** | | | | | | | |
| Funding Type:  I&G  Non I&G (unrestricted)  Non I&G (restricted) | | | | | | | |
| Index:      Fund:       %: | | | Index:      Fund:       %: | | Index:      Fund:       %: | | |
| Index:      Fund:       %: | | | Index:      Fund:       %: | | Index:      Fund:       %: | | |
| If I&G, provide source for additional funding: | | | | | | | |
| **5. Hiring Authority Contact Information** | | | | | | | |
| Name: | Phone: | | | Email: | | | Date: |
| **6. Comments: (restricted to the Director/Department approval level and above)** | | | | | | | |
|  | | | | | | | |

Director/Department Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean/Division Vice President/Community College President

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requires approval from Budget CommitteeYes  No

Budget Office Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_