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

**Exempt Staff Only**

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| --- |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_