**Instructions and General Information**

**Detailed Form Instructions**

1. **Existing Position Information** (required): provide existing position details (source: NBAPOSN or NBAJOBS)
   1. Position Number (data entry): Banner assigned position number
   2. Position Title (data entry): Current banner assigned position title prior to reclassification
   3. Position FTE (data entry): Current budgeted FTE assigned to the position/job details
   4. Aggie ID (data entry): incumbent’s Aggie ID
   5. Employee Name (data entry): Name of current employee
   6. Salary (data entry): Current employees base salary (should not include allowances, differentials, or stipends)
2. **Proposed In-Range Adjustment Amount**(required):
   1. Proposed Salary (data entry): proposed new salary (department must fund)
3. **Justification for In-Range Adjustment** (required)**:**

a. Justification for In-Range Adjustment (data entry): provide justifying information including: reason for request, identify positions you believe are inequitable to this one, indicate documented performance, budget support, employee time in classification.

**4. Position Budget** (required)

* 1. Funding Type (checkbox): check I&G if any portion of the salary will be paid from I&G funds
  2. Index and % (data entry): Position funding labor distribution and percentage assigned to each index.

**5. Hiring Authority Contact Information** (required)

* 1. Name: Name of person to whom this position directly reports (note: should be the same as the Reports To)
  2. Phone: Office phone number
  3. Email: Email address

**6. Comments: (reserved for the Director/Department approving level or higher)**

a. The intent of this comments area is to allow an opportunity for comments and feedback related to the request. Comments may indicate support of or clarification for the request.

**Approvals**

a. Obtain signature approval from Director/Dept. Head and College Dean/Division VP/Community College President (most senior administrator for the college or division.) Compensation Services will route to Budget Office for approval.

b. Deliver to Hadley Hall Room 17 Attention: Compensation Services

**Determination**

At the conclusion of the process, Compensation Services will render a determination, which will be processed as follows:

1. **Approval**
   1. Compensation Services will notify the department of the approval determination, indicating the change in salary only. Approval may result in the amount requested or an amount less than requested.
   2. Compensation Services will process the approved changes directly to Payroll based on the signatures provided on the form. No additional documentation will be required from the department.
   3. Effective dates will be:
      1. Filled positions with an unrestricted funding source will be processed with an effective date of August 1 in the next fiscal operating year.
      2. Vacant positions with an unrestricted funding source will be processed with an effective date of July 1 in the next fiscal operating year.
      3. All others will be processed on the first day of the payroll period following the date Compensation Services approves.
   4. Appeals are not accepted for in-range adjustments. The Compensation Services determination is final.
2. **Denial**
   1. Compensation Services will notify the department of the denial determination.
   2. Appeals are not accepted for in-range adjustments. The Compensation Services determination is final.
3. **Exceptions – Exceptions to the above, must be approved by the Assistant Vice President for Human Resource Services.**