



University of Texas at El Paso
Request for Student Salary Increase

This form is to be completed and submitted for approvals for any student salary increase that is above the salary range midpoint or is for any student salary increase within the same job code. Salary increases involving a grant related funding source would require ORSP approval.

Date of Request: _____ **Proposed Effective Date of Request:** _____

Department: _____ **Business Unit:** _____

Person Requesting Student Salary Increase: _____ **Phone Number:** _____

Incumbent Information:

Empl ID Number: _____ **Employee Name:** _____

Position Information:

Current		Proposed	
Start Date		Start Date	
Position Job Code		Position Job Code	
Position Title		Position Title	
Standard Hours		Standard Hours	
Salary Rate (Hourly, Salary)		Salary Rate (Hourly, Salary)	

Funding Information:

Current Funding Source Number: _____ **Proposed Funding Source Number:** _____

Justification for Salary Increase:

Approvals:

Department Head/ Chair

Date:

Dean/ Vice President

Date:

ORSP (if grant funded)

Date:

Human Resources Use Only	
Date Request Received	
Date of Last Increase	
Amount of Last Increase	
HR Recommendation	
HR Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Approval	
Approved by Name	
Approved by Signature	