

SALARY AUTHORIZATION REQUEST

The Guidelines for the University of Wyoming Classification/Compensation Plan delegate the authority for approving salaries beyond that which is stipulated in Information Circular 2007-1 to the Vice President for Administration. To request salary authorization, please complete the first section below and forward this form to the Director, Human Resources Department.

INITIATING DEPARTMENT: _____

CANDIDATE'S NAME: _____

POSITION TITLE: _____ POSITION NUMBER: _____

SALARY GRADE: _____ MINIMUM PAY \$ _____

RECOMMENDED SALARY: \$ _____ % above minimum/ _____ % above current salary

Justification:

Initiating Authority

Date

Appointing Authority

Date

HUMAN RESOURCES DEPARTMENT:

I recommend approval of the requested salary

I recommend disapproval of the requested salary, but recommend a salary of \$ _____

Justification:

Director, Human Resources

Date

DIVISION OF ADMINISTRATION:

I approve the salary of \$ _____

Vice President for Administration

Date