



Human Resources Division

Compensation Office
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New York, NY 10003-4475
(212)998-1260
compensation@nyu.edu

For Compensation Office Use Only
SR #:
Date Received:

Salary Request *Permanent or Temporary*

Incumbent Name:	NYU ID:
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Reason for Request (complete this section and the questions indicated in the parenthesis)

Temporary Salary Adjustment <input type="checkbox"/> Vacancy (1) <input type="checkbox"/> Special Project (2) <input type="checkbox"/> Extend TSA (3)	Ingrade Salary Adjustment <input type="checkbox"/> Merit (4) <input type="checkbox"/> Internal Equity (5) <input type="checkbox"/> Special Market Consideration (6)				
Begin Date:	Effective Date:				
End Date:	Funding Info:				
Recommended Salary Increase per Month (code 100): \$	Acct	Fund	Org	Program	Project
Recommended Salary Increase per Week (code 104/106): \$	Recommended Final Annual Salary: \$				

What factors did you consider in arriving at this recommendation?

Temporary Salary Adjustment:

1. If this is for a VACANCY, provide the following information regarding the PRIOR incumbent:		
Name:	SS#:	Salary:
Is the employee performing all the duties of the vacant position? <input type="checkbox"/> Yes <input type="checkbox"/> No A) Identify which duties from the prior incumbent's job description the employee will perform, or B) List the duties the employee will perform temporarily.		
2. If this is for a SPECIAL PROJECT, list the specific duties the employee will perform?		

3. If this is for an EXTENSION OF A TEMPORARY SALARY ADJUSTMENT, provide the original SR#, new end date, and reason for the extension.

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Permanent Salary Changes

4. MERIT INCREASE

What specifically has the employee done to warrant a merit increase at this time and how has it positively impacted the department? What qualities or characteristics does the employee regularly exhibit in the performance of his/her duties? (If supervisor has prepared a statement include it below.)

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5. INTERNAL EQUITY

Why do you think there is a salary inequity between this employee's salary and others?

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6. SPECIAL MARKET CONSIDERATION

What specific market issues are prompting this request?

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Please email request to compensation@nyu.edu.

Human Resources Representatives are advised to consult with the unit Finance Officer prior to submission to ensure adequate funding for request is available.

Human Resources Representative:

Date:
