**Research Associate Rate Change Request Form**

**Appointment Information**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Empl ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Base Adjustment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Effective Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rate Change Reason**

Please mark the applicable change rate reason

\_\_\_\_\_Change in duties (JEMS Action Code=01)

\_\_\_\_\_Promotion based on years in title (JEMS Action Code=03)

\_\_\_\_\_Equity (JEMS Action Code=06)

\_\_\_\_\_Other (JEMS Action Code=10)

Justification for rate change:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor Signature HR Manager Signature/Date