

Salary Offer Worksheet

For Unclassified Staff


Originator, complete form down to Organization Data

Originator:		Posted Position:	<input type="checkbox"/>
		Waiver of Posting:	<input type="checkbox"/>
Date:		Promotion:	<input type="checkbox"/>
		Other:	

NEW POSITION DATA

Position No.:		9 Month:	<input type="checkbox"/>	Full-Time:	<input type="checkbox"/>	Term:	<input type="checkbox"/>
Job Title:		10 Month:	<input type="checkbox"/>	Part-Time:	<input type="checkbox"/>	Continuing:	<input type="checkbox"/>
		12 Month:	<input type="checkbox"/>	If Part-Time, # Hours per Week:			
Pay Grade:		Other:					

CANDIDATE/EMPLOYEE DATA

Name:		Relevant Work Experience (# Years):	
Relevant Degrees or Certifications:		Current or Most Recent Salary:	
		 Salary Requested by Department/Unit:	

Please note: Part-time experience is not equivalent to full-time experience. Typically, part-time experience should be multiplied by 0.5. If you have questions, please contact Compensation for consultation at 672-2100.

ORGANIZATION DATA – to be completed by Compensation

Pay Grade:		Minimum:		Midpoint:		Maximum:	
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Comparison to Staff or Prior Employee in Same Job Title

Job Title	Staff	Related Experience	Current Salary

Comparison to Staff in Same Pay Grade

Pay Grade	Staff	Related Experience	Current Salary

Notes:	Recommended Offer:	
	% Change:	
	Offer Approved By/Date:	