

HUMAN RESOURCES

Market Adjustment Request Form



A market adjustment is appropriate when requested by the Department Head and HR determines the market data collected demonstrates adjustment is necessary to stay competitive in the labor market. The Department Head should submit this form to HR Talent Acquisition and Compensation per the submission requirements outlined in [Human Resources Policy - Job Classification, Evaluation, and Salary Administration of Non-Faculty Jobs](#)

Spring Submission:  
HR Deadline: End of first week in January  
Effective Date: March<sup>st</sup>

Fall Submission:  
HR Deadline: July 15<sup>th</sup>  
Effective Date: October<sup>st</sup>

SamID:	Department:
Employee Name:	Supervisor:
Job Title:	Supervisor Contact:
Current Salary:	Requested Salary:

**JUSTIFICATION** Provide the rationale for the requested pay adjustment.

**SUPERVISOR ACKNOWLEDGEMENT & APPROVAL**

As the supervisor of the employee listed above, I approve the request for this market study.

Signature

Comments:
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**HR USE ONLY:**

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