

Supporting Documentation for Support Staff Employees
 (Specifically CTU, APSA, APA and non-union employee groups)
Pay Increase

To recognize outstanding performance or market conditions outside of the general wage increase. Use this form to submit supporting information when an employee is to receive an increase in their base salary for exceptional performance or due to market conditions.

This form will not route through electronic workflow approval. Upon completion of this form, please print and obtain appropriate signature before uploading to the Cognos raise model or submitting to Human Resources.

EMPLOYEE NAME	ZPID	
PERNR (PERSONNEL ASSIGNMENT)	DEPARTMENT NAME AND ORG UNIT NUMBER	
MAU	PRINT NAME & PHONE # OF PERSON PREPARING THIS FORM	
PERCENTAGE OF EMPLOYMENT	CURRENT SALARY	
EFFECTIVE DATE	NEW SALARY	
Please complete these fields when the effective date is October 1. They should match the amounts in the Cognos raise model. These three columns when added to Current Salary field should match the New Salary field.		
General Raise Amount	Merit Raise Amount	Special Increase Amount
CHECK ONE AND PROVIDE JUSTIFICATION WITH EXAMPLE(S) AND/OR SOURCE INFORMATION AS APPROPRIATE.		
Merit/Exceptional work performance	Internal Equity	Retention/External Market
		FLSA adjustment

UNIT AUTHORIZED SIGNATURES REQUIRED	
DEPARTMENT CHAIRPERSON SIGNATURE (SUPERVISOR for Non-Academic Unit)	DATE:
PRINT NAME & TITLE	
DEAN, DIRECTOR, VICE PRESIDENT or DESIGNEE SIGNATURE	DATE:
PRINT NAME & TITLE	

For questions please send an email to solutionscenter@hr.msu.edu or call Human Resources at

3-4434 SEND TO HUMAN RESOURCES (HR), 1407 S. Harrison

HUMAN RESOURCE USE ONLY	
HUMAN RESOURCE REVIEW:	DATE:
IMAGENOW SCAN/LINK DATE	INDEXING: COMP & CLASS; DOC NAME: Special Payment