

Date \_\_\_\_\_ Department \_\_\_\_\_

Employee Name \_\_\_\_\_ ID # \_\_\_\_\_  
(Print or type)Classification Title \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_  
Classification # \_\_\_\_\_ Position # \_\_\_\_\_Budget Information: Home Dept Org # \_\_\_\_\_  
Index \_\_\_\_\_ Percent \_\_\_\_\_ % Index \_\_\_\_\_ Percent \_\_\_\_\_ %  
Percent(s) must total 100%Indicate the higher level **classification title**  
to which the employee will be assigned: \_\_\_\_\_**NOTE: PLEASE ATTACH JUSTIFICATION**

Current Salary Range \_\_\_\_\_ Current Step \_\_\_\_\_

Current Salary of Employee \$ \_\_\_\_\_ per month

Start Date of Work out-of-class \_\_\_\_\_ End Date \_\_\_\_\_

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_  
(Print or type) Supervisor Name \_\_\_\_\_ Campus Extension \_\_\_\_\_\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_  
Academic Chair/Director Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_  
Dean or FADM Executive Signature \_\_\_\_\_ Date \_\_\_\_\_ Comp  Payroll  JOBS File

New SR \_\_\_\_\_ Step \_\_\_\_\_ \$ \_\_\_\_\_

Refer to the online [Process for Differential Pay](#) for instructions.