

**PORTLAND STATE UNIVERSITY
REQUEST FOR OFF-CYCLE MERIT PAY INCREASE
OPEU-Represented Information Technology Classifications**

Please complete this form to request an additional base pay increase other than the annual merit increase. This process is designed to recognize sustained, significant achievement in performance of job functions. It differs from the Cash Award Program which is used to recognize completion of projects, achievements of higher competency levels through certification or completion of training, and other significant events (See section 2, Article 69 of the current OPEU contract).

Procedure:

1. Complete this form and attach a new performance appraisal. Highlight the statements that document enhanced performance of job functions relative to the annual assessment of performance.
2. Indicate departmental funding source to cover the cost of the increase.
3. Obtain necessary signatures.
4. Submit the completed form to the Compensation Manager in Human Resources.

Employee Name	Employee Social Security Number
Classification	Position Number
Supervisor submitting this request	Date of this request
Date of any other merit increases awarded to this employee this year	Date of Annual Performance Review
Percentage Increase Requested	Annual Amount
New Funding Salary	Index Code for Funding Source of Increase

Signature of Supervisor _____ Date: _____

Signature of Dept Head, Director, or Dean _____ Date: _____

Signature of Vice President or Provost _____ Date: _____

Human Resources Office Use Only

Reviewed by Compensation Manager _____ Effective Date _____