Salary Lane Request

All Teachers

Human Resources

TO:

FROM:

DATE: January Please find below a "Request for Salary Adjustment for First Semester. You must fill out this form and return to the Human Resources Office no later than **June 1**st so that it can be listed as an anticipated change. Failure of the teacher to provide such notification by **June 1**st will make it impossible for the adjustment to be made for first semester. The pay level request will not be considered complete and official until the Human Resources Office receives OFFICIAL TRANSCRIPTS before OCTOBER 15TH. Salary level adjustments will not be made until Official Transcripts are received. change will be retroactive to the beginning of first semester. School Building: University Granting Degree: Adjustment Request to: **BA+18** MA **Specialist** I have read the above information regarding notification and official transcripts. I understand that it is my responsibility to turn in official transcripts to the Human Resources Office no later than October 15th. I understand that the Human Resources office will notify me by email when such transcripts have arrived, as well as notify payroll accordingly to make the appropriate salary lane increase. In the event transcripts are not in the Human Resources Office by the October 15th deadline, my lane change request will be transferred to the next appropriate semester. Teacher's Signature: Received in HR by: _____ Date: ____