

**REQUEST FOR INDIVIDUAL SALARY ADJUSTMENT OUTSIDE THE ANNUAL MERIT CYCLE
FOR FAIR LABOR STANDARDS ACT (FLSA) PURPOSES ONLY**

HUMAN RESOURCES

Information on Individual Recommended for Salary Adjustment:

Name	Title	Current Salary

Department	Today's Date	Salary Requested

Requested Start Date for New Salary

Note: Position MUST first be reviewed in TMS and meet FLSA Duties Exemption Test to be approved.

Funding Sources and Percentages (example: 13=50%; 15=10%; 53=40%):

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Provide the rationale for the salary adjustment being made for FLSA purposes to retain exemption status.

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Approvals and Routing: Salary Approved \$ _____ Effective Date: _____

1 _____
Department Head/Director _____
Date

4 _____
HR Classification _____ Date

2 _____
Dean/Vice President _____
Date

5 _____
OEO Approval _____ Date

3 _____
Provost/President _____
Date



555 S. Howes Street, 2nd Floor | Campus Delivery 6004
Fort Collins, CO 80523-6004
www.hrs.colostate.edu | (970) 491-MyHR (6947)