

Market Adjustment Request Form



A market adjustment is appropriate when requested by the Department Head and HR determines the market data collected demonstrates adjustment is necessary to stay competitive in the labor market. The Department Head should submit this form to HR Talent Acquisition and Compensation per the submission requirements outlined in the [Human Resources Policy HR-02, Classification, Evaluation, and Salary Administration of Non-Faculty Jobs](#).

Spring Submission:

HR Deadline: End of first week in January

Effective Date: March 1st

Fall Submission:

HR Deadline: July 15th

Effective Date: October 1st

SamID:	Department:
Employee Name:	Supervisor:
Job Title:	Supervisor Contact:
Current Salary:	Requested Salary:

JUSTIFICATION Provide the rationale for the requested pay adjustment.

SUPERVISOR ACKNOWLEDGEMENT & APPROVAL

As the supervisor of the employee listed above, I approve the request for this market study.

Signature: _____ Date: _____

HR COMPENSATION REVIEW RESULTS (HR Use Only):

<input type="checkbox"/> Requested Amount Approved by HR	<input type="checkbox"/> HR Recommendation Different than Requested
Amount Justified by Review \$	HR Representative:
Date Review Completed:	
Comments:	

**Please note, an employee's salary is subject to an equity review based on their qualifications.*

EPAF ACKNOWLEDGEMENT & APPROVAL

I agree with HR's recommended salary and have obtained approval from my division leadership. I approve to move forward with the submission of the EPAF.

Signature: _____ Date: _____

HR EPAF SUBMISSION (HR Use Only):

EPAF #:	EPAF Effective Date:
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