

Advance approval must be obtained from Human Resources Management prior to making an offer or increase with an hourly rate of **\$20.01** or more regardless of funding source. To expedite this request, please submit by email to HR at **hrdept@ku.edu** and to your departmental administrative area: Provost (c/o BMFS); Asst/Assoc Provost; Vice Chanc; Univ Dir; or CLAS, Dean budgetary contact. HR will notify departments and administrative areas within (2) working days after receipt. You may attach a separate sheet if necessary.

Date:	Department Name:	
Dept Contact/Name, Phone/Email:		
Student Name:		
Position #:		
Appointment Date (may be estimated):		
Requested Pay Rate:	New Hire?	Increase?

Attach a copy of the position description or provide a brief description of the duties below.

Is this request based on the nature of the job?

Is this request based on the applicant's or current employee's qualifications?

If yes, please describe the knowledge, skills, and abilities this individual brings to the position and how they relate to the job.

Other information that will aid in making the rate determination (optional).

- a) No offer is to be made until HRM has approved the rate requested or has determined another rate.
- b) Form may be sent to your SSC HR contact or to **hrdept@ku.edu**
- c) The department is to submit a copy to their departmental administrative contact at the time of submission to HR.