



SALARY INCREASE DENIAL NOTIFICATION

(Attach to the Salary Review Report and return to Central Human Resources Department)

PR #

EMPLOYEE'S NAME

EMPLOYEE NUMBER

JOB TITLE

JOB CODE

CURRENT SALARY

CURRENT STEP
(IF APPLICABLE)

SCHEDULED INCREASE
DATE

DEPARTMENT NAME

DEPT ID

PROPOSED NEW SCHEDULED
INCREASE DATE

I am requesting that the scheduled salary increase for the above individual be denied for the following reason(s):

DEPARTMENT HEAD OR DESIGNEE

DATE

I have been advised of this action and acknowledge the reason(s) for a denied salary increase as stated above.

EMPLOYEE'S SIGNATURE

DATE

HR SIGNATURE

DATE

HR PROCESSOR

DATE & PAY PERIOD