



## EQUITY REVIEW REQUEST FORM

When the salary of an incumbent appears to be lower than peer roles, a salary increase may be warranted to maintain internal equity and competitiveness to the external market. Please follow the process below to submit your request.

1. Consult with your HR Business Partner or the UHR Compensation team to determine if a salary increase is appropriate.
2. Obtain approval from the department head and senior leader.
3. Complete the Equity Review Request form and send it to your [Human Resources Business Partner](#) or to [UHR Compensation Services](#).

Employee/Position Details	
<b>Employee Name:</b>	
<b>Current Title:</b>	<b>Supervisor Name:</b>
<b>Current Grade:</b>	<b>Supervisor Title:</b>
<b>Current FTE Salary:</b>	<b>Proposed FTE Salary:</b>
<b>Department:</b>	<b>Supervisory Organization:</b>

Justification
<b>Provide any additional details as to why you are requesting a salary review for this incumbent.</b>
<b>Please describe how the requested salary was determined and provide information on comparable jobs in the department (i.e. employee grade, title, salary, relevant experience, etc.) that you reviewed to determine the requested salary. If you have these details in a spreadsheet, you may send the spreadsheet as an attachment along with the request form.</b>

**If applicable, describe any specific changes to duties and responsibilities of this role which might warrant a higher salary. Emphasis should be on responsibilities, not the employee's performance and/or contributions.**

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