

Request for Salary Approval

This document is used to request approval to extend a salary offer that is above the advertised rate for new hires, promotions, demotions, reassignments, or transfers. This form must be completed and uploaded to the Hiring Proposal within PeopleAdmin, in the Hiring Proposal Document section, for review and approval **PRIOR TO EXTENDING AN OFFER. If hiring at the advertised rate, prior approval is not required.**

Applicant Information

USC ID (If Available):	Name (Last, First, Middle):
Is applicant currently employed with USC or SC state government? Yes No If yes, please provide current Class/Band:	

Information for Advertised/Vacant Position

Class /Slot:	Min.:	Mid.:	Max.:
Band:	Position No.:	Part/Full (P/F):	Hrs./Wk.: Pay Basis:
Home Dept.:			Dept. No.:

Requested Salary Information

Requested Base Salary:	Supplement (If Applicable):	Total Salary:
Advertised Rate:	Dollar Increase:	Percent Increase:
Current Salary:	Dollar Increase:	Percent Increase:

Justification:

Supporting Documents

Application/Resume (Required)	Applicable Certifications, Licenses, Etc.
Equity Analysis/Related Salary Data (If Applicable)	

Recruiting Summary

Did your department experience recruiting difficulty for this position? Yes No If yes, explain:

Is this position in a highly specialized field that possibly limits qualified applicants and creates a higher market demand?
Yes No If yes, explain:

Does the applicant possess education, training, experience, skills, certification, licensure, etc., that is unique to this position?
Yes No If yes, explain: