[Unit Letterhead]

[Unit Name]

**MEMORANDUM**

[Date]

TO: LaTasha Robinson, Director, CAS Office of Human Resources and Faculty Affairs

VIA: [CAS HR Manager], HR Manager, CAS Office of Human Resources and Faculty Affairs

FROM: [Chair/Director Name], [Chair/Director Title], [Unit Name]

RE: Approval Requested to provide [Employee Name] with a Temporary Salary Adjustment

**Name and USCID:** [Name] (U00000000)

**Type of Action:** Temporary Salary Adjustment (TSA)

**Title/Classification:** [State Classification] (Class Code)

**Effective Dates:**

**Hours Per Day:**

**Hours Per Week:** \*up to 10 hours per week

**Requested Salary:**

**Funding Source:** [Full funding chart-string]

**Justification:**

* List of the duties (these duties will also be listed in her TSA Agreement letter)
* How did you calculate the compensation for this appointment?
* Why did you choose this individual to assist with these duties?
* **Most importantly:** Why is it imperative to your unit to have them assist with these duties?

i.e. “Having someone perform the duties of the Graduate Coordinator is necessary in order to provide and maintain a high level of service to the graduate students in the Department of …”