

Refer to page 2 for required documentation that must accompany this Request.

Reason for Exception Request (Check All that Apply)			
DESCRIPTION OF REASON	✓	DESCRIPTION OF REASON	✓
Reclassification Promotion: <+5->+10%		Equity/Market Adjustment (>+10%)	
Reclassification Demotion: -<-5% or >-10%		Bonus (one time exception) >\$1,000	
Reclassification Lateral: >+5%		Bonus (Based on approved departmental Defined Rewards Program which must be on file in College HR Office) >\$1,000	
Promotional Transfer: <+5->+10%		New Hire (Above Posted Hiring Range): >+15%	
Demotional Transfer: -<-5% or >-10% or any increase		New Hire (Below Posted Hiring Range): >-15%	
Lateral Transfer (Position Change) >5%		Addition of Significant, Permanent Duties (without reclassification): >+10% increase	
Lateral Transfer (Career Progression) +<5% or >+10%		Counter Offer	

Complete All Information Below that Applies to this Request			
Employee's Name:		Employee ID:	
Current University Title:		Current Job Code:	
Current Working Title:		Current Pay Grade:	
Current Position Number:		Current FTE:	
Current Hourly or Monthly Salary:		Current Annual Rate:	
Proposed University Title:		Proposed Job Code:	
Proposed Working Title		Proposed Pay Grade:	
Proposed Position Number:		Proposed FTE:	
Proposed Hourly or Monthly Salary:		Proposed Annual Rate:	
Posted Target Hiring Range and Requisition Number:		Proposed Percent Increase or Decrease:	
Amount of Bonus:		Is Bonus to be Grossed Up?	
Funding Source:		Is Funding Source Ongoing?	

Additional Information: _____

Submitted By: _____ Department/Division: _____

Submitter's Phone Number: _____ College/VP Unit Approval: _____

Approval Date: _____ Date Submitted to OHR: _____

Return completed form and required documentation to: ohrc@hr.osu.edu, The Ohio State University, Office of Human Resources, OHRC, Salary Adjustment & Reclassification, 1590 North High Street, Suite 430, Columbus, OH 43201-2190.

The chart below shows required documentation for each type of Salary Adjustment and Reclassification request:

Type of Request	Letter of Justification to Support Request	Proposed Job Description	Current Job Description	Resume	Internal Market Data (University &/or Unit as applicable)	External Market Data	Copy of Letter from Prospective Employer
Reclassification Promotion: <+5->+10%	✓	✓	✓		✓		
Reclassification Demotion: <-5% or >-10%	✓	✓	✓				
Reclassification Lateral: >+5%	✓	✓	✓		✓		
Promotional Transfer: <+5->+10%	✓	✓		✓	✓		
Demotional Transfer: -<-5% or >-10% or any increase	✓	✓		✓	✓		
Lateral Transfer (Position Change): >5%	✓	✓					
Lateral Transfer (Career Progression): +<5% or >+10%	✓	✓			✓		
Equity/Market Adjustment	✓				✓		
Bonus	✓						
New Hire (Above Posted Hiring Range)	✓	✓			✓		
New Hire (Below Posted Hiring Range)	✓	✓			✓		
Counter Offer	✓				✓		✓
Addition of Significant, Permanent Duties (without class): >+10%	✓	✓			✓		

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