

Annual Merit Compensation Process FY12 Increase Exception Request Listing

In accordance with the FY12 Annual Merit Compensation Process Guidance document, prior approval is required for any individual increase exception request.

College/VP Unit: _____ SFO Signature: _____

Section I: Total salary increases greater than 10% (be sure to include at least 2% of each as annual merit)

Please list below those individuals OAA has approved for such an increase and attach the approval documentation.

Name	Job Title	% Increase	Comments

Section II: Contractually Committed Cash Payments (be sure to include at least 2% of each as annual merit)

Name	Job Title	Amount of Award	Documentation must be on file at College/VP unit

Section III: All Other Exceptions

Please list below those individuals recommended for any other type of exception. Supporting documentation and approval by OAA required.

Name	Job Title	Amount / Award	Comments

Exceptions must be submitted to OAA for approval no later than August 19, 2011. Please submit approved exceptions on this form via email to OHR prior to freezing your AMCP totals.
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