

# Salary Adjustment and Reclassification Request for Approval

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

**SECTION 1: 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	

**SECTION 2: 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: [hrcompensation@osu.edu](mailto:hrcompensation@osu.edu), The Ohio State University, Office of Human Resources, OHRC, Salary Adjustment and Reclassification, 1590 North High Street, Suite 430, Columbus, OH 43201-2190.**

**SECTION 3: REQUIRED DOCUMENTATION**

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 and/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%	✓	✓			✓		

**Return completed form and required documentation to: [hrcompensation@osu.edu](mailto:hrcompensation@osu.edu), The Ohio State University, Office of Human Resources, OHRC, Salary Adjustment and Reclassification, 1590 North High Street, Suite 430, Columbus, OH 43201-2190.**