

# ***Justification Memo for Salary Increase and/or Title Change***

(Date)

TO: Executive Director of Human Resources

THRU: Department Head - Department of \_\_\_\_\_

FROM: Supervisor - \_\_\_\_\_

RE: **Student Employee Salary Increase and/or Title Change**

The \_\_\_\_\_ Department would like to increase the salary of and/or change the title of \_\_\_\_\_ (name of student employee), \_\_\_\_\_ (UIN), effective with the next available biweekly pay cycle.

The proposed salary increase of \$\_\_\_\_\_ and/or proposed title change to \_\_\_\_\_ is needed for the following reason(s) ***{your reasons should be detailed, not single word responses like "longevity"; they should describe the benefit and/or detriment to the department/program if such increases and/or changes are not approved}***:

- Reason #1
- Reason #2
- Reason #3