



Credit Adjustment Request/Salary Increase

Employee Name: _____

Employee Id #: _____ **Building:** _____

Position: _____

Date of Request: _____

Credits Submitting for Increase: _____

Total Credits: _____

Credits obtained through: _____

Employee Signature: _____ Date: _____

Please submit this letter along with your unofficial transcript to:

Human Resources
Attn: Karen McCafferty

- If you have received a degree, please send your certificate
- Approved Credit Increases will be applied from July 1st to September 30th only, if submitted after that time, it will be applied the following July 1st.

Human Resource Office Use Only

Step: _____

Current Salary Column _____ New Salary Column _____

Current Salary - \$ _____ New Salary - \$ _____

APPROVED BY: _____ **Date:** _____