

# SALARY REQUEST MATRIX

Select "Yes" or "No" from these 4 menus to determine action

Request is 10% or greater than June 30th base rate?	Request is \$100K or greater?	Request is above the midpoint of the assigned pay grade/range?	Competitive Search? (i.e., external posting)	RSA Required?	ASI Required?	Department Requirements	UHR Requirements
Yes	Yes	Yes	Yes	✔	✔	Submit RSA with supporting documentation/justification to UHR	Comp analysis, sign off, and submit to President and USG
Yes	Yes	Yes	No	✔	✔	Submit RSA with supporting documentation/justification to UHR	Comp analysis, sign off, and submit to President and USG
Yes	No	Yes	Yes	✔	✘	Submit RSA with supporting documentation/justification to UHR	Comp analysis and sign off
Yes	Yes	No	No	✔	✘	Submit RSA with supporting documentation/justification to UHR	Comp analysis and sign off
Yes	No	Yes	No	✔	✘	Submit RSA with supporting documentation/justification to UHR	Comp analysis and sign off
Yes	Yes	No	Yes	✔	✘	Submit RSA with supporting documentation/justification to UHR	Ensure appropriate documentation/justification and sign off
Yes	No	No	Yes	✔	✘	Submit RSA with supporting documentation/justification to UHR	Ensure appropriate documentation/justification and sign off
No	Yes	Yes	No	✔	✘	Submit RSA with supporting documentation/justification to UHR	Ensure appropriate documentation/justification
No	Yes	No	No	✔	✘	Submit RSA with supporting documentation/justification to UHR	Ensure appropriate documentation/justification
No	No	Yes	No	✔	✘	Submit RSA with supporting documentation/justification to UHR	Ensure appropriate documentation/justification
No	No	No	No	✔	✘	Submit RSA with supporting documentation/justification to UHR	Ensure appropriate documentation/justification
No	Yes	Yes	Yes	✘	✘	Hiring Proposal	No RSA Required
No	No	Yes	Yes	✘	✘	Hiring Proposal	No RSA Required
No	Yes	No	Yes	✘	✘	Hiring Proposal	No RSA Required
No	No	No	Yes	✘	✘	Hiring Proposal	No RSA Required