



### Administrative Salary Adjustment Form

- 1 Edit & customize this template to customize to your school district.
- 2 Add school staff, drop downs, check boxes, signatures, and more.
- 3 Design your School District unique process your forms will follow.
- 4 Send it out and track your staff through the process.
- 5 Trigger notifications and actions to happen anywhere in your process.
- 6 ADA Accessibility Report attached to each PDF.

Digitize with Script

OR

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ADMINISTRATIVE SALARY ADJUSTMENT FORM		
<b>EMPLOYEE DETAILS</b>		
EMPLOYEE ID	EMPLOYEE NAME	DATE PREPARED
<b>ADJUSTMENT DETAILS</b>		
<b>REASON FOR ADJUSTMENT</b>		
<input type="checkbox"/> Reclassification: Promotion		
<input type="checkbox"/> Reclassification: Demotion		
<input type="checkbox"/> Reclassification: Lateral		
<input type="checkbox"/> Transfer: Promotion		
<input type="checkbox"/> Transfer: Demotion		
<input type="checkbox"/> Lateral Transfer (Position Change)		
<input type="checkbox"/> Lateral Transfer (Career Progression)		
<input type="checkbox"/> Equity / Market Adjustment		
<input type="checkbox"/> One-Time Bonus (One Time Exception)		
<input type="checkbox"/> One-Time Bonus (Defined Rewards Program)		
<input type="checkbox"/> New Hire		
<input type="checkbox"/> Cost of Living Allowance		
<input type="checkbox"/> Additional of Significant, Permanent Duties		
<input type="checkbox"/> Other		
	Current	Proposed
Designation		
Department		
Job Grade		
Job Title		
Annual Salary		
Monthly Allowances		
One-Time Bonus		
Other:		
Effective Date	<i>Note: Attach all supporting documentation with this form.</i>	
<b>AUTHORIZATION &amp; APPROVAL</b>		
PREPARED BY	SIGNATURE	DATE
DEPARTMENT HEAD	SIGNATURE	DATE
PRINCIPAL / DIRECTOR	SIGNATURE	DATE
FINANCE MANAGER	SIGNATURE	DATE
HR MANAGER	SIGNATURE	DATE
<b>ACKNOWLEDGEMENT</b>		
EMPLOYEE SIGNATURE	DATE	

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