



Salary Differential Request

*This form should be used for an advanced degree related to your work assignment as an Assistant to HEO or College Laboratory Technician to request a salary differential of \$1,000 (for a Master's Degree) and \$2,500 (for a Doctoral Degree) while in active status in the above stated payroll titles. Please submit your **official transcript** and **official degree** along with this form for approval.

Employee's Name: _____

Payroll/Contract Title: _____

Department: _____

Highest Degree Received: _____

Major Area of Study: _____

Contact Number: _____

Email Address: _____

Please provide a detailed statement of the relationship of your advanced graduate degree to your current job description (should you require additional space, please attach it to this document?)

Please also attach any related or supporting documentation to this form

Print Name _____

Employee Signature _____

Date _____

FOR HUMAN RESOURCES USE ONLY		
Eligible:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason:
HR Representative (Print)	Signature	Date