

REQUEST FOR APPROVAL OF EARLIER EFFECTIVE DATE

Purpose: To request an earlier effective date when deemed equitable and appropriate.

Request for an earlier effective date for:

- Permanent Change in Band
- Temporary Change in Band
- Permanent In-band Adjustment
- Temporary In-band Adjustment

Earlier effective date shall not be earlier than:

- One year prior to the beginning of the pay period immediately following the date of receipt for **permanent** change in band and in-band adjustment, or
- 60 working days prior to the receipt of the redescription for **temporary** change in band and in-band adjustment.

Section I: Identifying Information

- Name of Employee: _____
- Position No.: _____
- Current Job Title and Band: _____
- Campus or System: _____
- College/Department/Office: _____
- Supervisor's name: _____
- Supervisor's business phone no.: _____
- Supervisor's email address: _____

Section II: Action Approved

- Attach a copy of the email notification indicating the action taken and effective date.

Section III: Request

- Recommended earlier effective date: _____

Section IV: Justification/Rationale

- Provide appropriate justification in sufficient detail, including the reason for delay in submission, to support the request.

Section V: Certifications:

Supervisor: I certify that the foregoing information is accurate and complete.

Signature

Date

Human Resources Representative: I certify that this request meets applicable criteria and recommend approval.

Signature

Date

Fiscal Administrator:

- Funds are available to support this request.
- Funds are not available to support this request.

Signature

Date

Dean/Director:

- Concur with the request for an earlier effective date.
- Concur with amendment to the earlier effective date.
Amended effective date: _____
- Do not concur for the following reason(s)

Comments:

Signature

Date

Vice President/Chancellor/Provost:

- Approve the request for an earlier effective date.
- Approve with amendment to earlier effective date.
Amended effective date: _____
- Denied for the following reason(s)

Comments:

Signature

Date

c: System Office of Human Resources